26-1608

DeskMate™

Reference Manual

TANDY®

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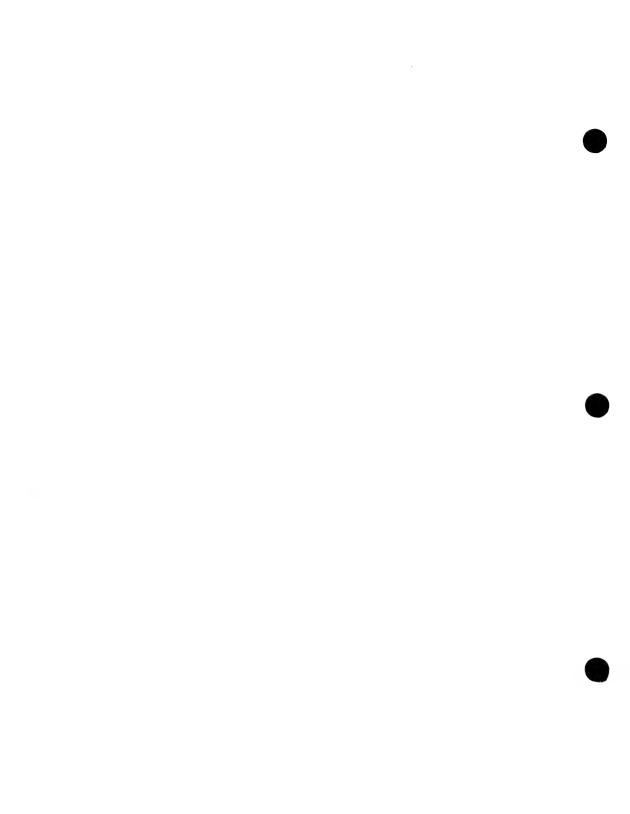
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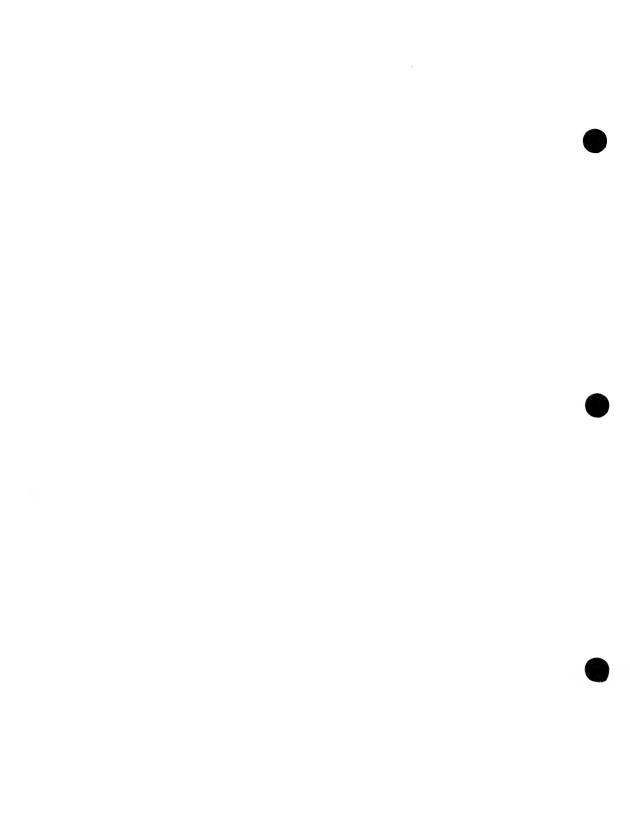
12-84

READ ME FIRST

All computer software is subject to change, correction, or improvement as the manufacturer receives customer comments and experiences. Radio Shack has established a system to keep you immediately informed of any reported problems with this software, and the solutions. We have a customer service network including representatives in many Radio Shack Computer Centers, and a large group in Fort Worth, Texas, to help with any specific errors you may find in your use of the programs. We will also furnish information on any improvements or changes that are "cut in" on later production versions.

To take advantage of these services, you must do three things:

(1) Send in the postage-paid software registration card included in this manual immediately. (Postage must be affixed in Canada.)

(2) If you change your address, you must send us a change of address card (enclosed), listing your old address exactly as it is currently on file with us.

(3) As we furnish updates or "patches", and you update your software, you must keep an accurate record of the current version numbers on the logs below. (The version number will be furnished with each update.)

Keep this card in your manual at all times, and refer to the current version numbers when requesting information or help from us. Thank you.

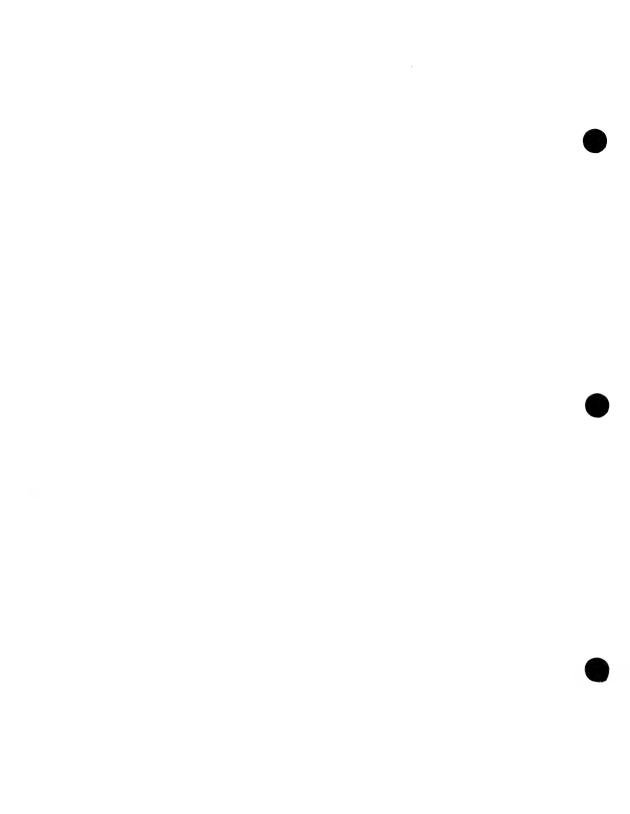| APPLICATIONS SOFTWARE VERSION LOG		OP. SYSTEM VERSION LOG

ATTENTION: ALL MODEL 4/4P USERS

Whenever you change diskettes in Drive Ø, you must press RESET if the diskettes contain different versions of the operating system. If you do not press RESET, data on your diskette may be damaged.

A change from 6.1.2 to 6.2.x requires RESET.

A change from 6.2.Ø to 6.2.1 (or vice versa) does not require RESET.

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Change of address

NEW ADDRESS

Name _____

Company _____

Address _____

City _____ Phone ( ) _____ - _____

State _____ Zip _____

OLD ADDRESS

Name _____

Company _____

Address _____

City _____ Phone ( ) _____ - _____

State _____ Zip _____

Change of address

NEW ADDRESS

Name _____

Company _____

Address _____

City _____ Phone ( ) _____ - _____

State _____ Zip _____

OLD ADDRESS

Name _____

Company _____

Address _____

City _____ Phone ( ) _____ - _____

State _____ Zip _____

**Software Registration
Data Processing Dept.
P.O. Box 2910
Fort Worth, Texas 76113-9965**

ADDENDUM TO
DeskMate™REFERENCE MANUAL
DeskMate™SAMPLE SESSION
Cat. No. 26-1608

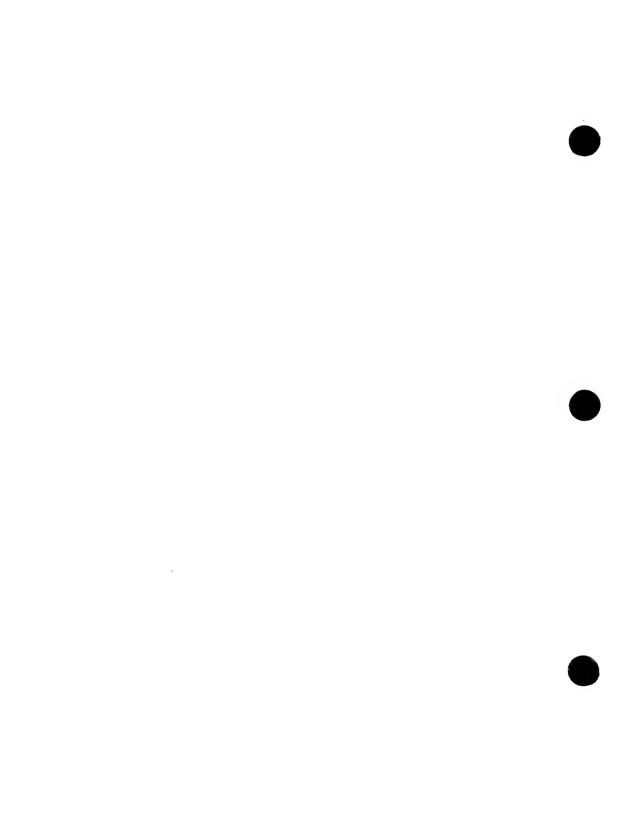Please make the following changes to your DeskMate manuals.

Sample Session

page 46 The printout of the sample worksheet will not exactly match your printout of the worksheet. Some of the figures will differ by 1 cent.

Reference Manual

page 66   FILER - Form Functions.   The warning notice for efficiency D is not currently implemented on the Main Filer Screen. It is recommended that you use the FORM function on a regular basis to check the efficiency level.

page 79   TELECOM - Terminal - Receive.   The RECEIVE function may lose characters when transmitting at baud rates greater than 1200. If you transmit at higher speeds, capture characters into the RAM buffer (using ⌈CLEAR⌉ ⌈Ø⌉), then SAVE the RAM buffer to the diskette after transmission is complete.

page 93   MAIL - Help Screens. The Mail application contains only 1 help screen.

page 96   MAIL - Create.   A message description can contain a maximum of 32 characters.

page 103   APPENDIX B MODEM INFORMATION - Modem II.   In the Answer Mode definition, delete the last line, "RECEIVE X."

page 104   APPENDIX B MODEM INFORMATION - DC-2212.   In the Voice Dialing definition, additional pauses may be necessary when dialing a long telephone number.

page 106   APPENDIX C HARD DISK INSTRUCTIONS.   In Step 5, there should be no space between "SET" and "KI." Change the first part of this entry to "SETKI."

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DeskMate™
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INTRODUCTION

DeskMate is an integrated, easy-to-use set of applications and functions that conserve time, energy, and space. These applications replace many of your manual production tools: typewriter, calculator, rolodex, calendar, notepad, and so forth. All applications in the system use similar functions and operations, which makes DeskMate easy to learn and use.

Using DeskMate not only is faster than using your manual tools, but also allows easy access for updates and corrections. Information may be added to, deleted from, or duplicated in files quickly and easily. Also, many applications provide "at-a-glance" information for quick decision making or question answering. All DeskMate information may be displayed on the screen or printed.

DeskMate consists of ten Main Menu functions, eight "subfunctions," and six major applications along with their individual functions. Separate chapters of this reference manual explain in-depth each of the major applications and their functions. The Main Menu functions are also presented in a separate chapter. The DeskMate Overview details the subfunctions.

Following is a brief description of the DeskMate applications.

- TEXT is a text editor, in which you can create, review and edit, and print documents.

- WORKSHEET lets you compute numbers in columns and rows. Addition, subtraction, multiplication, division, exponentiation, as well as other set, statistical, and trigonometric operations are available.

- FILER is a card file type filing system. Any number of "forms" of information may be stored. An item may be filed and searched for by any of the information contained therein.

- TELECOM acts as a telecommunications terminal. DeskMate goes into an interactive terminal mode so that information may be transmitted from another system.

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- CALENDAR is an event scheduling system. Recorded events may be reviewed at any time. A list of the events for the day displays at the Main Menu.

- MAIL is a messaging system. Messages are created and stored in the system in files according to whom they were written. General information messages can go into a common file, MESSAGES.

Additionally, the ALARM and HOST functions on the Main Menu, and the CALCULATOR and PHONE subfunctions should be mentioned here.

- ALARM is an event reminder system. An alarm may be set for certain events. Events may be entered directly into the ALARM file, or they may be duplicated from a CALENDAR file.

- HOST is a telecommunications mode for using DeskMate at a remote site. Local operation is locked out while a remote terminal accesses the system.

- CALCULATOR is a quick-access function for simple addition, subtraction, multiplication, division, and percentage calculations.

- PHONE lets you store, review, and call (with an automatic dialing modem) phone numbers. Initials and names identify each number.

Notes On Hardware Requirements

DeskMate is completely self-sufficient. Your computer and the DeskMate software are all that is required to run the basic system. A modem is required to communicate with another computer using TELECOM or HOST. To use the automatic logon feature of TELECOM or HOST, or the dialing feature of PHONE, the modem must be programmable (automatic dialing). Check the operating instructions of your modem for details.

Additionally, a printer is helpful for producing permanent records of DeskMate tasks accomplished and information stored.

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ENTERING DESKMATE

At TRSDOS Ready, type **DM** (ENTER). The Main Menu displays:

```
Tandy DeskMate  Version Ø1.ØØ.ØØ                      Ø2/25/85  1Ø:3Øam
                            Events for Today :
          FEB  1985                  Make appointment with accountant
                         1  2        Mom's birthday -- call florist
    3  4  5  6  7  8  9              Write confirmation letter to Wilson
   1Ø 11 12 13 14 15 16      Ø5:3Øa  Shop at fish and produce wholesale markets
   17 18 19 2Ø 21 22 23      Ø7:3Øa  Meet Bill at gym
   24 25 26 27 28            Ø8:3Øa  Prepare food for Davis luncheon
                             11:45a  Luncheon at Riverdale Country Club


     Text        Worksheet     Filer      Telecom      Calendar       Mail

    LHEAD        BUDGET      CLIENTS                  AGENDA        LAURA
    ADDRESS                                                        MESSAGES






    [Ø]      [1]       [2]      [3]      [4]     [5]     [6]     [7]      [8]      [9]
    DATE     NAME      FREE     ALARM    HOST    PASSWD  SELECT  COPY     DELETE   SWAP
```

At the top left of the Main Menu is a calendar for the current month.
Today's date (the current system date) is highlighted. The next seven
Events for Today, ALARM events for which the Remind @ time has not
yet passed, display at the top right. The applications display between
the two solid horizontal bars, on the application name line. Below each
application are its corresponding data files. The last two lines, the
function label lines, display the Main Menu function names and
numbers. (Label lines appear in each application, showing the
functions specific to that application.)

KEY USAGE

Key usage is very similar throughout the system. There are three types of keys in the DeskMate: command keys, arrow keys, and function keys. Following are key descriptions.

The DeskMate command keys, (F1), (F2), (F3), (SHIFT) (F3), and (BREAK), are used throughout DeskMate to perform a system function. Command key operation is described in Table 1.

(F1)	BACKSPACEs; deletes the character over which it backspaces (the character immediately in front of the marker)
(F2)	displays the DeskMate subfunctions
(F3)	saves all data and settings entered in the current file and RETURNs to the previous operation; exits to TRSDOS from the Main Menu
(SHIFT) (F3)	CANCELs changes to the current line and changes to the settings and returns to the Main Menu; exits to TRSDOS from the Main Menu
(BREAK)	BREAKs (cancels) the current request, prompt, or command

Table 1. Command Key Operation.

The arrow keys, (↑), (↓), (←), and (→) (alone, with (SHIFT), and with (CLEAR)), are used throughout DeskMate to move the marker and display specific application information. Arrow key usage varies slightly in each application; see the appropriate application chapter for specific usage. General arrow key usage is described in Table 2.

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⬆	moves the marker to the previous line
⬇	moves the marker to the next line
⬅	moves the marker to the left one position
➡	moves the marker to the right one position
SHIFT ⬆	moves the marker to the top line of the screen
SHIFT ⬇	moves the marker to the bottom line of the screen
SHIFT ⬅	moves the marker to the left margin of the screen
SHIFT ➡	moves the marker to the right margin of the screen
CLEAR ⬆	displays the first item in the file
CLEAR ⬇	displays the last item in the file
CLEAR ⬅	displays the previous item in the file
CLEAR ➡	displays the next item in the file

Table 2. General Arrow Key Usage.

Function keys are specific to each application. With the exception of the TEXT EXCHANGE and the WORKSHEET PRINT and OUTCOMES functions (**CLEAR** **E**, **CLEAR** **P**, and **CLEAR** **O**, respectively), functions are represented by a number. Function numbers and names display on the last two lines of the application screens. Hold down the **CLEAR** key, and press the appropriate number to use a function.

FILES AND OPERATIONS

Creating or Opening an Application File

To create a new file for an application, use the left and right arrow keys to place the marker over the application name (between the two solid horizontal bars) on the Main Menu. ((SHIFT) with (←) or (→) moves the marker to the leftmost or rightmost application name.) Press (ENTER).

For all applications except TELECOM and MAIL, you are prompted to enter a filename. Type a name for the new file, and press (ENTER). A valid filename begins with a letter, contains no spaces, and is no more than eight characters in length. Do not add a file extension (/DOC, and so forth). DeskMate automatically adds the proper file extension when it creates a file.

You may also press (BREAK) at the filename prompt. Pressing (BREAK) to override the filename enters the application without creating a file in which to save data. This lets you use the DeskMate applications as a "scratchpad." Everything you calculate or record is erased as soon as you exit the application.

The TELECOM and MAIL applications may be opened directly from the application name line. TELECOM uses data files only to store auto logon sequences. The Current Status screen appears when you open the TELECOM application. MAIL uses data files, including a default file for general messages. It is the default file (MESSAGES) that displays when you select MAIL from the application name line.

You may also open any existing application data file directly. Press (↓) to move the marker to the data file listing near the bottom of the screen. Data files appear directly under the application to which they correspond.

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Use the arrow keys to move the marker to the desired data file.
(SHIFT) with (←) or (→) moves the marker to the leftmost or
rightmost data file, respectively. (↓) moves the marker to the next
data file in a column, and (SHIFT)(↓) moves the marker to the last
data file on the screen in the current column. If there are more than
10 data files for an application (noted by an asterisk on the bottom
line, next to the tenth filename), (SHIFT)(↓) scrolls to the next
screen of data file names. Press (ENTER). The first screen in the
appropriate application for the data file under the marker appears.
Review, edit, or perform other available functions on the information
in the data file.

Exiting an
Application File

Press (F3) to exit and close an application file and return to the Main
Menu. Press (F3) at the Main Menu to go to TRSDOS Ready.

Canceling an
Operation

Press (BREAK) to cancel the current request, prompt, or command.

Press (SHIFT) (F3) to CANCEL an operation or application and return
to the Main Menu. Press (Y) at Cancel update (Y/N)? Entries and
changes that are not already written to the file are not saved. Press
(N) at Cancel update (Y/N)? to return to the operation or application.

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DESKMATE
SUBFUNCTIONS

The DeskMate subfunctions are simple, easily accessible functions
that are available throughout DeskMate, in all applications and at
the Main Menu. The subfunctions display information (HELP,
ALARM, PHONE), set the printer or print whatever is currently on
the screen (PRINTER, SCREEN), perform simple calculations
(CALC), dial a telephone number if the system is equipped with an
automatic dialing modem (PHONE), and change certain system
settings (DATE, ALARM OFF/ON).

Press (F2) to access the subfunctions from the current application or
Main Menu. The subfunctions label lines replace the application or
Main Menu label lines:

[∅]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
HELP	ALARM	CALC	PHONE	SCREEN	PRINTER	DATE	ALARM OFF		

To use a subfunction, hold down the (CLEAR) key, and press the
appropriate function number. Press (F3) to RETURN to the current
application after you complete the subfunction. The application
returns to the exact point at which you left it.

Help

Press (CLEAR) (∅) at the subfunctions to display HELP (reference
information) for the current application. HELP for the current mode
(FIND, FORMAT, and FORMULA) or application (if no mode is in
use) displays. If there is another HELP screen for an application, the
screen shows:

Press Enter to Continue

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Press (ENTER) to display each successive HELP screen. The following message displays on the last HELP screen:

```
Press F3 to Return
```

Press (F3) to exit the HELP subfunction and continue with the current application.

Alarm

Press (CLEAR) (1) at the subfunctions to display ALARM event information. The application label lines are replaced with the last event for which an alarm has sounded and the next ALARM event.

See the "ALARM" section in Chapter 2 for information on entering events into the ALARM file.

Press (F3) to exit the ALARM subfunction, and continue with the current application.

Calculator

Press (CLEAR) (2) at the subfunctions to display the CALCULATOR:

```
[Ø]    [1]    [2]    [3]    [4]    [5]    [6]    [7]                    Ø.Ø
ADD    SUBTR  MULT   DIV    PERCENT +/-   CA     CE          +
```

CALCULATOR uses a 10-digit display (no commas), floating decimal point format. ±9,999,999,999 is the largest number you can enter or accumulate, and ±0.000000001 is the smallest. If the accumulator overflows, it fills with asterisks.

To perform a calculation, type the first number, or operand, in the "entry" (bottom) line. Each numeral pushes the number you are typing one character to the left. (Press (CLEAR) (5) to reverse the sign of the number you type; 10 becomes −10, and so forth. A minus sign displays in front of a negative number.)

The default operator is + (ADD); simply press (ENTER) to add the amount you typed in the entry line to the amount (0.0) in the "accumulator" (top) line. Type a logical operator (+, −, *, or /), or press (CLEAR) and an operator function number (0 − 4) to perform an operation other than ADD. The functions and operators are as follow:

    (CLEAR) (0) or + for addition
    (CLEAR) (1) or − for subtraction
    (CLEAR) (2) or * for multiplication
    (CLEAR) (3) or / for division
    (CLEAR) (4) or % for a percent
    (CLEAR) (5) to reverse the sign of the operand
    (CLEAR) (6) to clear entry (operand)
    (CLEAR) (7) to clear all amounts

Note: A percent is: Accumulated amount * (operand amount/100). For example, to calculate 20% of the accumulator, type **20** as the operand, press (CLEAR) (4) or % to display a percent sign, then press (ENTER).

Type the logical operator, or use the operator function, at any time before you press (ENTER) to calculate the result. The calculated result displays on the accumulator line.

Enter new operands, changing the operator when necessary, until you complete your calculations.

Press (F3) to exit CALCULATOR and continue with the current application.

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Phone

Use PHONE to record and quickly look up phone numbers. With an automatic dialing modem, DeskMate dials the number for you. Press (CLEAR) (3) at the subfunctions. The screen shows:

```
FIND: ....................        * ... .................... ...-...-....
ABC ABC Exterminators....  817-99Ø-1212 * ... .................... ...-...-....
AL. Arnold's Liquors.....  817-764-1892 * ... .................... ...-...-....
CB. Beauchamp, Cindy.....  817-883-1267 * ... .................... ...-...-....
FD. Davis, Frederick.....  817-256-9Ø11 * ... .................... ...-...-....
JH. Helmer, John.........  817-653-8754 * ... .................... ...-...-....
BJ. Jones, Bill..........  817-555-8Ø6Ø * ... .................... ...-...-....
LFB LaFrance Bakery......  817-732-5766 * ... .................... ...-...-....
RM. Miller, Robert.......  214-872-4432 * ... .................... ...-...-....
... Mom..................  817-292-3188 * ... .................... ...-...-....
LM. Moore, Lisa (CPA)....  817-832-3358 * ... .................... ...-...-....
PLS Petta Linen Service..  817-482-7371 * ... .................... ...-...-....
RF. Riverdale Florist....  817-537-Ø9Ø6 * ... .................... ...-...-....
LR. Roach, Lewis.........  214-872-668Ø * ... .................... ...-...-....
CS  Sims, Chris..........  817-449-8442 * ... .................... ...-...-....
S&P Smith & Patterson....  214-335-4285 * ... .................... ...-...-....
EW. Williams, Mrs. Eliot.  817-737-7728 * ... .................... ...-...-....
LW. Wordsworth, Laura....  817-921-8831 * ... .................... ...-...-....
YFM Young's Fish Market..  817-563-2199 * ... .................... ...-...-....
... ....................... ...-...-....  * ... .................... ...-...-....

PREFIX 1: 9P .......  PREFIX 2: 555129Ø P..  PREFIX 3: 8559Ø12...  ACODE: 817
[Ø]      [1]     [2]     [3]     [4]     [5]     [6]     [7]     [8]     [9]
FIND     CALL   PREFIX1 PREFIX2 PREFIX3 SORT   PRINT                DELETE  ADD
```

There are 39 lines for entry of numbers into the PHONE file. On a blank phone line, type up to 3 characters by which you wish to reference a number (for quick look-up), and press (ENTER). Next, type up to 21 characters for the name (*lastname, firstname* if you want to SORT them), and press (ENTER). Now, type the area code and telephone number in 999-999-9999 format, and press (ENTER). (SHIFT) (→) and (SHIFT) (←) move the marker back and forth between the columns.

Note: When automatically dialing, PHONE assumes the number is a local one if no area code is entered for it, or if the area code matches ACODE at the bottom right of the screen.

Press (CLEAR) (↓) from anywhere on the screen to move the marker to the PREFIX and ACODE line at the bottom of the screen.

PREFIX1 - 3 are for entering special codes that precede phone numbers when auto-dialing. Examples of these may be codes for getting an outside line on a PBX system, long distance codes, or access codes to other phone networks. Include a capital letter "P" after the prefix to indicate a 1 second pause.

Any or all of the PREFIX fields can be selected for dialing by pressing (CLEAR) and the appropriate function number ((2), (3), or (4)) for the prefix.

ACODE is for entering the local area code. When a number is automatically dialed, it is checked for an area code. If there is no area code, or if the area code matches the local area code, it is not dialed. Only area codes out of the local area are dialed.

Note: To automatically dial a number, you must previously have defined the Voice Dialing sequence in the TELECOM application. See the TELECOM chapter for details.

Phone Functions

The PHONE functions display at the bottom of the screen. To use a function, hold down (CLEAR), and press the number for the desired function. Special PHONE functions are:

FIND   Use FIND to search for a specific phone number. Press (CLEAR) (1) from anywhere on the screen to move the marker to the FIND line. Type the characters for which you wish to search, and press (CLEAR) (0). (No distinction is made between uppercase and lowercase.) If any matching characters in a reference or name field are found, the marker moves to the matching phone line. Press (CLEAR) (0) again for the next occurrence.

CALL   Press (CLEAR) (1) to CALL (dial) the telephone number under the marker. If you do not have an automatic dialing modem, or if the number is invalid, the request is ignored. Any PREFIX codes entered and selected (using (CLEAR) (2)(3), or (4)) are dialed, in 1, 2, 3 order. The area code is dialed if it is different from ACODE.

Wait a few seconds for dialing to complete, then pick up the phone receiver. (Rotary phones make clicking sounds as they are dialing.) Refer to your modem instruction manual for more information.

PREFIX1   Press (CLEAR) (2) to select PREFIX1 for automatic dialing. (Press (CLEAR) (2) again if you don't want PREFIX1 dialed.)

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PREFIX2   Press (CLEAR) (3) to select PREFIX2 for automatic
           dialing. (Press (CLEAR) (3) again if you don't want
           PREFIX2 dialed.)

PREFIX3   Press (CLEAR) (4) to select PREFIX3 for automatic
           dialing. (Press (CLEAR) (4) if you don't want PREFIX3
           dialed.)

SORT   Press (CLEAR) (5) to sort all phone entries in
           alphabetical order, by name.

PRINT   Press (CLEAR) (6) to print the phone list.

DELETE   Press (CLEAR) (8) to delete the phone entry line under
           the marker.

ADD   Press (CLEAR) (9) to display a blank entry line at the
           current marker location for adding a new phone
           number. Add new phone number lines the same way
           you first enter numbers into the file.

Press (F3) to exit PHONE and continue with the current application.

Screen

Use SCREEN to print the current screen. First check the PRINTER
settings (as explained in the next paragraph) and make sure the
Printed Line Width is set to 80. Press (CLEAR) (4) at the
subfunctions to print a copy of everything currently on the screen.
After the screen prints, the application or Main Menu screen
reappears.

Printer

Use PRINTER to set up your printer for all DeskMate PRINT functions. Press (CLEAR) (5) at the subfunctions. The screen displays the current printer settings. Enter new values for each, or press (ENTER) to use the current value, as follows:

Left Margin: 0

Enter the number of spaces you want from the left edge of the paper to the left margin (the column in which to begin printing).

Printed Line Width: 70

Enter the number of characters that you want to print on one line of your paper, up to the column width of your printer. For example, although an 8½″ page is 85 characters wide (10 characters per inch), many printers can print only 80 columns. Therefore, on an 80 column printer, 80 is the maximum line width.

Total Lines per Page: 66

Enter the length, in print lines, of the paper. Standard paper is 11″ long; normal line spacing produces 6 lines per inch. Therefore, an 11″ long paper has 66 lines per page.

Printed Lines per Page: 60

Enter the maximum number of lines to print on a page. The standard is 60, which leaves 6 lines available for top and bottom margins (66 total lines - 60 printed lines). Adjust the paper in the printer to produce the correct top and bottom margins. For example, align the paper at the fourth line down from the top edge in order to leave top and bottom margins of 3 lines each.

Pause between Pages (Y/N): Y

Press (ENTER) to default to Y for single-sheet forms (pause after each page to insert another sheet of paper). Enter **N** for continuous forms.

After the last prompt, the application or Main Menu screen reappears.

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Date

Use DATE to change the system date and time. Press (CLEAR) (6) at
the subfunctions. On the date and time line, type the new date (for
example, 092284 for September 22, 1984), then the new time (for
example, 0245p for 2:45 p.m.), and press (ENTER).

Note that if you change the date using the DATE subfunction while
at the Main Menu, the monthly calendar does not change until you
use an application, then return to the Main Menu. To properly
update the monthly calendar, change the date with the DATE
function on the Main Menu.

Alarm On/Off

Use ALARM ON/OFF to switch on and off the alarm. Note that this
subfunction is not the same as ALARM (Subfunction 1), in which
you display the last and next ALARM event. Also note that you enter
events in the ALARM function on the Main Menu, and you **cannot**
turn on or off the alarm while in the ALARM function.

ALARM ON/OFF must be ON in order for the alarm to sound. When
the ALARM is OFF, no signal of ALARM events is given.

Press (CLEAR) (7) at the subfunctions to change the ALARM status.
An asterisk appears next to the date and time on the Main Menu
and application screens to indicate that the alarm is on.

MAIN MENU OVERVIEW

The Main Menu provides access to the applications. In addition, the
Main Menu provides functions for making certain system changes
(DATE, NAME, SELECT, COPY, DELETE, SWAP), displaying
information (FREE), assigning a PASSWORD, and accessing the
ALARM and HOST functions.

Help
Screens

The Main Menu HELP screens contain brief summaries of the
functions and ways to use them. When the Main Menu is displayed,
press (F2) for the subfunctions. Then, press (CLEAR) (0). After the first
HELP screen displays, press (ENTER) for the second screen. (F3)
returns to the Main Menu.

MAIN MENU
FUNCTIONS

Press (CLEAR) and the appropriate function number to use a Main
Menu function, as follows:

Date

Use DATE to change the system date and/or time. Press (CLEAR) (0)
to display a date and time line. Type the new date, the new time,
including **a** or **p** for a.m. or p.m., then press (ENTER).

Name

Use NAME to change the name of a data file. With the marker on
the data file you want to change, press (CLEAR) (1). The screen
shows:

Enter NEW Filename: *oldfile*

Type the new filename, and press (ENTER).

If you do not have the marker on a data file, first enter the name of
the data file you want to rename at the Enter OLD Filename prompt.
Then, enter the NEW filename.

Free

Press (CLEAR) (2) to display the amount of FREE space (in bytes) on
the Data diskette. (SWAP defines which drive contains the Data
diskette.) Press any key to continue.

Alarm

Press (CLEAR) (3) to display the ALARM function. ALARM lets you enter and set a timer for events of which you wish to be reminded. When the ALARM is turned ON (Subfunction 7 — press (F2) to access the subfunctions), it "beeps" three times to signal the occurrence of an event. The alarm sounds regardless of the application you are using. You may also, at any time, display the last and next alarm events (Subfunction 1). You may merge CALENDAR events into the ALARM file, or add events directly to it. ALARM events display in Events for Today on the Main Menu.

Help Screens

The two ALARM HELP screens contain brief summaries of the functions and ways to use them. Within the ALARM function, press (F2) for the subfunctions. Then, press (CLEAR) (0). After the first HELP screen displays, press (ENTER) for the second screen. (F3) returns to the ALARM screen.

Adding Events

ALARM is always in the edit (overstrike) mode; each character replaces the character at the current marker position. Blank entry lines display when you open the ALARM file for the first time. Add an event simply by entering the appropriate data for each line.

After an ALARM file contains events, the screen displays the events, beginning with the current date, each time you open the file. To add an event to the ALARM file, use the ADD function ((CLEAR) (9)). Enter event data as follows:

Enter the time at which you want to be reminded of the event (REMIND@ time) in 12-hour, 00:00x format. For example, type **1130a** (ENTER) to set the ALARM at 30 minutes before noon.

Note: Remember that setting the REMIND@ time **does not** turn on the alarm. Turn on the alarm using ALARM ON/OFF.

Enter the DATE of the event in mm/dd/yyyy format. For example, type **10/22/1984** (ENTER) for October 22, 1984.

Enter the time at which the event BEGINs in 12-hour, 00:00x format. For example, type **1200p** (ENTER) for noon.

Enter the time (12-hour) at which the event ENDs in 00:00x format. For example, type **0130p** (ENTER) for half past one.

Enter a DESCRIPTION of up to 44 characters for the event. (No uppercase/lowercase distinctions are made in searches for events. **MEETING** and **meeting** are equal.)

After you enter the description, the events automatically sort in DATE/TIME order (regardless of the order in which they are added).

Arrow Keys

Up to twenty event lines may display on the screen at one time. After you complete the twentieth line, the screen "scrolls," or moves up line by line, so that you may continue. To see a line after it has scrolled off the screen, press ⬇ until the line appears. Press ⬆ to return to the line you were typing or editing.

Use the arrow keys to move the marker a character or line at a time. Pressing (SHIFT) or (CLEAR) along with the arrow keys moves the marker more rapidly. See Table 3.

Key	by itself	with (SHIFT) moves the marker:	with (CLEAR)
→	one character to the right	to the beginning of the first field to the right	Not used
←	one character to the left	to the beginning of the first field to the left	Not used
↑	one line up in the current column	to the first event line on the screen	to the beginning of the file
↓	one line down in the current column	to the last event line on the screen	to the end of the file

Table 3. ALARM Marker Movement Keys

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Deleting Events

To delete a block of events, select the first event in the block by pressing (CLEAR) (6). Position the marker on the last event in the block, then press (CLEAR) (8). The highlighted (selected) text block is deleted. If no events are selected, (CLEAR) (8) deletes the event under the marker.

Old events, those for which the date and time have already passed, are automatically deleted in order to maintain efficiency in the ALARM file. (You must manually delete the Sample Session data.)

Alarm Functions

The ALARM functions display at the bottom of the screen. To use a function, hold down the (CLEAR) key, and press the number for the desired function.

MERGE   Press (CLEAR) (5) to MERGE a specific CALENDAR file into the ALARM file. The following prompt appears:

               Merge from:

               Enter the name of the CALENDAR file to merge into this file. The filename and Merging files appears. After the merge is completed, copies of all events in the specified CALENDAR file appear in the ALARM file. The REMIND@ time is set to 30 minutes prior to the BEGIN time for each event.

SELECT   Use SELECT to define an event or a block of events in order to perform some other operation on it. Place the marker on the first event line for inclusion in the block, and press (CLEAR) (6). Use the arrow keys to place the marker over the last event for the block. All selected events are highlighted as you move the marker.

               After you select the events, COPY or DELETE them, as appropriate. Press (BREAK) if you decide not to use the selected events. If you use any other function or exit ALARM before you COPY or DELETE, the events are unselected.

COPY   Press (CLEAR) (7) to duplicate a selected event block in
              a document (TEXT application) file on diskette. Press
              (CLEAR) (7) again. Copy to: appears.

              Enter the name of the diskette file in which you wish
              to store the contents of the copy buffer (the selected
              events). The events are appended to the document file.

DELETE   Press (CLEAR) (8) to delete all selected events. The
              events are immediately deleted. If no events are
              selected, (CLEAR) (8) deletes the event line under the
              marker.

ADD   Press (CLEAR) (9) to display a blank line for adding a
              new event. Type the data (REMIND@ time, DATE,
              BEGIN and END times, and DESCRIPTION) for the
              event you wish to add; press (ENTER) after completing
              each field.

Host

HOST allows communication between your computer, as Host, and
another computer, such as the Model 100, as a terminal. At the
remote site, you can receive a file from the host DeskMate, create a
file and send it to the host, and create and read messages in
DeskMate MAIL files.

Depending on the capabilities of the remote terminal, you may be
able to perform more sophisticated operations. Refer to your
terminal's operating instructions. If your remote site is another
DeskMate, you can perform any of the operations available in
TELECOM while in the Host mode. (See "TELECOM" for more
information.)

Setting the Modem Status and Switches

Before you use HOST, set the communication parameters on the
Status screen in the TELECOM application. Also define the Answer
Mode (SELECT on the Status screen, then ANSWER) in TELECOM.
Refer to the TELECOM chapter for details.

Generally speaking, at the host, modem switches should be set as follows: POWER ON, ANSWER, AUTO (auto-dial), and TEST OFF. Refer to the more specific instructions for modem definition in Appendix B.
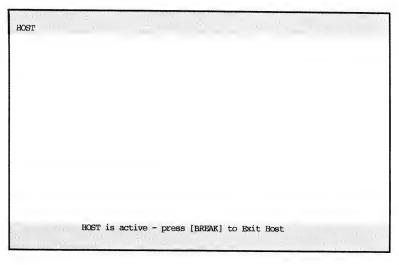
Local Operation

After the host modem is properly connected and set and the communication parameters are set, press (CLEAR) (4) to enter the Host mode from the Main Menu. The screen shows:

Do you want security?

In the normal Host mode, all remote activity echoes (displays) on the DeskMate screen. You may also use HOST in a security mode, in which none of the remote activity echoes to the host. (To exit the Host security mode, you must enter the system password, if one exists.)

Press (N) for normal Host mode or (Y) for the security HOST mode. The HOST screen displays:

```
HOST







                    HOST is active - press [BREAK] to Exit Host
```

Press (ENTER) twice to establish communication between your remote terminal and the host, DeskMate.

DeskMate is now ready for access by the remote site. No other local activity is allowed in HOST.

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To exit HOST at DeskMate, press (BREAK). If a system password exists and HOST is in the security mode, enter the password. (Note that the password never echoes to the screen.) The Main Menu returns.

Remote Site Setup

Properly connect the modem at the remote site. Next, set the remote site modem status and communication parameters, using the remote's Terminal software and/or modem switches. Generally, at the remote site, all modem settings and parameters should be the same as at the host, except for the modem's ORIGINATE/ANSWER switch. Set this switch to ORIGINATE at the remote site.

Example:

For a Model 100, using the built-in modem, the settings are:

```
BAUD RATE       = M (built-in modem)
WORD LENGTH     = 8
PARITY          = N (none)
STOP BIT        = 1
LINE STATUS     = D (disable — XOFF)
PULSE RATE      = 10pps
```

Follow the instructions for the remote site's Terminal software and modem. Also, refer to the more specific instructions for modem definition in Appendix B.

Remote Site Operation

Enter the interactive terminal mode, or display the proper screen for connecting with a host computer. Dial (or auto-dial, if so equipped) the number of the telephone line to which the host (DeskMate) is connected.

Example:

For a Model 100, at the Model 100 TELECOM Entry screen, FIND (or type) the number, then CALL it.

Press (ENTER) twice to establish communication between your remote terminal and the host, DeskMate.

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Note: ⟨ENTER⟩ in the previous paragraph refers to a carriage return. Some terminals use another label for this key, such as ⟨RETURN⟩ or ⟨CR⟩. For the sake of simplicity, however, we use ⟨ENTER⟩ to refer to the carriage return key on both the DeskMate and the remote terminal.

If a DeskMate password exists, PASSWORD: appears on the remote screen (and echoes to the host if not in security mode). Type the DeskMate password, and press ⟨ENTER⟩. (For security, the password you type does not echo at either site.) If, in three tries, you do not enter the correct password, Host disconnects the remote site. After the password is correctly entered, the DeskMate Remote Menu appears:

```
DESKMATE REMOTE MENU

1) DIRECTORY OF FILES
2) RECEIVE FILE FROM HOST
3) SEND FILE TO HOST
4) READ MAIL
5) SEND MAIL
6) DISCONNECT FROM HOST
SELECT MENU OPTION >
```

Type the appropriate menu number, and press ⟨ENTER⟩ to use a remote function. To redisplay the Remote Menu at any time, from any function, press ⟨CTRL⟩ ⟨C⟩. Press ⟨CTRL⟩ ⟨S⟩ to pause during any remote function; press ⟨CTRL⟩ ⟨Q⟩ to resume operation. The remote functions are:

DIRECTORY OF FILES   Select Option 1 to display a Directory Menu of the DeskMate file types available:

```
DIRECTORY MENU
1) MAIL          5) WORKSHEET
2) CALENDAR      6) AUTOLOG
3) TEXT          7) ALL
4) FILER
SELECT MENU OPTION >
```

Enter the appropriate number to display a list of all the DeskMate files for a particular application. (AUTOLOG displays the automatic logon files created in TELECOM.) The filenames display across the screen.

Option 7 displays all files in the DeskMate, by application, in the same order in which they are listed on the Directory Menu.

The applications to which the files correspond are identified by the filename extensions: MAIL is /MSG, CALENDAR is /CAL, TEXT is /DOC, FILER is /FIL, WORKSHEET is /WKS, and AUTOLOG is /LOG.

After displaying the files, press (CTRL) (C) to redisplay the DeskMate Remote Menu.

RECEIVE
FILE FROM
HOST

Select Option 2 to receive a DeskMate file at the remote site. The screen shows:

RECEIVE FROM WHICH HOST FILE ?
>

Enter the filename exactly as it appears in the DeskMate Directory, including the proper filename extension. (If you do not enter an extension, /DOC is assumed.) The contents of the file display on the remote screen. The file displays one line at a time if you are not using automatic line feed at the remote terminal.

Receive File From Host is generally used in conjunction with a printer or RAM buffer option at the remote terminal. Toggle the printer or open the RAM buffer before receiving the file. Consult your terminal's operating instructions for specific information.

(CTRL) (S) pauses receiving/displaying of a file at any time; (CTRL) (Q) continues.

If your terminal software supports it, you may edit
a file saved into the RAM buffer and send it back to
the DeskMate, using the SEND FILE function.
Note that you **must** choose a different name than
the original for the edited file.

SEND FILE
TO HOST
Select Option 3 to send a file from the remote to the
DeskMate. The screen shows:

SEND TO WHAT HOST FILE ?
>

Enter a filename for the file you are sending,
including the proper filename extension. (If you do
not enter an extension, /DOC is assumed.) The
filename **must not** match any existing filename in
DeskMate.

(CTRL) (S) pauses sending/displaying of a file at
any time; (CTRL) (Q) continues.

READ MAIL
Select Option 4 to read a DeskMate message at the
remote site. The screen shows:

READ FROM WHICH MAIL FILE ?
>

Enter the name of the MAIL file from which you
want to read messages. You do not have to enter the
/MSG extension. (For example, enter **MESSAGES**
to read mail from the default file.)

Information for the first message in the file you
specified displays. For example, if MESSAGES was
specified:

FROM: LAURA
DATE: 02/23/85   10:30am
DESCRIPTION: FANTASTIC NEWS!
(R)EAD OR (N)EXT

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Press Ⓡ to read the message, or Ⓝ to display the next message in the specified file. After you display a message, press Ⓝ to go to the next message. NO MORE MESSAGES displays after the last message in the file. Press (CTRL) Ⓒ to return to the DeskMate Remote Menu.

SEND MAIL   Select Option 5 to send a message to the DeskMate from the remote site. The screen shows:

SEND MAIL TO WHICH MAIL FILE ?
>

Enter the name of the MAIL file to which you want to send a message. You do not have to enter the / MSG extension. (For example, enter **MESSAGES** to send mail to the default file.)

The current date and time displays. Then the screen shows:

FROM ? >

Enter your name (up to 8 characters). The screen shows:

DESCRIPTION ? >

Enter a description for the message (up to 32 characters). The screen shows:

ENTER TEXT, TYPE CONTROL C TO END

Type the message, using a carriage return to start a new line as necessary. Backspace is the only editing feature available in message creation. Press (CTRL) Ⓒ to end the message and send it to the DeskMate. The DeskMate Remote Menu displays.

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DISCONNECT
FROM HOST

Use Option 6 to disconnect communication between the remote site and the host (DeskMate). The screen shows:

DISCONNECTED BY HOST

Press (BREAK) at the HOST screen in DeskMate after disconnecting communication from the remote site. DeskMate returns to the Main Menu.

Passwd

Press (CLEAR) (5) to assign a password for restricting access to DeskMate on initial entry into the system and on exiting the HOST security mode. The screen shows:

Enter New Password:

Type a password of up to 8 characters. A valid password begins with a letter and contains no punctuation or blanks. Press (ENTER). The Main Menu appears.

Select

Use SELECT to define more than one data file for deletion. Position the marker on the first file you want to select. Press (CLEAR) (6). Now use the (↓) to position the marker on the last file for selection (in the same application column), and DELETE the files.

Copy

Press (CLEAR) (7) to duplicate a selected data file on diskette. The
screen shows:

FROM: *filename* TO:

Enter a filename for the new file.

Delete

Press (CLEAR) (8) to delete all selected files from the DeskMate
diskette.

If no files are selected, Enter filename to Delete: *filename* appears.
Enter a filename, or press (ENTER) to delete the file currently under
the marker.

Swap

Press (CLEAR) (9) to change, or swap, data diskettes. Also use SWAP
to designate a drive other than Drive 1 on which to store data files.
Enter the number of the diskette drive for the swap. Change
diskettes, if applicable, then press any key to continue.

TEXT OVERVIEW

The TEXT application is an easy-to-use, yet powerful text entry and editing program. Use TEXT to prepare letters, articles, and reports. TEXT replaces your notepad and typewriter, providing an easy way to type your notes and documents, using powerful editing features.

You can search for or search for and replace a word or phrase in your document, rearrange, delete, and insert text, and change the format of your document. You can also print documents, combine documents, and save all or a portion of a document to diskette.

Help Screens

The two TEXT HELP screens contain brief summaries of the functions and ways to use them. Within the TEXT application, press (F2) for the subfunctions. Then, press (CLEAR) (0). After the first HELP screen displays, press (ENTER) for the second screen. (F3) returns to the TEXT screen.

USING
TEXT

To open an existing document file, position the marker over the
filename, and press (ENTER). The first entry/edit screen for that
document displays. Begin editing the document.

To create a new document file, place the marker over Text and press
(ENTER). A blank entry/edit screen for a new document file displays.
Begin typing the document. A blank entry/edit screen for a new
document file displays. Begin typing the document.

Typing and Editing
a Document

Whether you are creating a new document or editing an existing one,
TEXT begins in the ADD (insertion) mode. Everything you type is
inserted at the current marker position, and any test following the
marker is shifted to the right one space for every character inserted.

The first 22 lines of the TEXT edit screen are for typing and editing
your document. (The TEXT functions display on the last two lines.)
After you complete the twenty-second line, the screen "scrolls," or
moves up line by line, to let you continue. To see a line after it has
scrolled off the screen, press ⬆ until the line appears. Press ⬇ to
return to the last line you were typing or editing.

Defining and Manipulating
Blocks of Text

TEXT allows you to define sections, or blocks, of text in a document
so that you can duplicate (COPY), DELETE, and move (INSERT)
text within your document.

To define a text block, place the marker on the first character for the block, then press (CLEAR) (6). Move the marker to the last character for the block, or press (CLEAR) (0), and enter a search string to define everything from the current marker position to that string. All highlighted text is selected. Immediately COPY or DELETE the text. If you choose any other function or exit the document before you manipulate the text, the block is unselected.

To INSERT text elsewhere in your document: First, select a block, then press (CLEAR) (7) to COPY it to the copy buffer. A duplicate of the text block is made. Position the marker wherever you want to INSERT the text, and press (CLEAR) (9). The text block is inserted.

To DELETE text from your document: First, select a block, then press (CLEAR) (8). The text block is deleted.

To move text from one place to another in your document: First, select a block, then press (CLEAR) (7) to COPY it to the copy buffer. Position the marker where you want to INSERT the text, and press (CLEAR) (9). Next, use the deletion instructions above to delete the selected block from its original location.

See "TEXT FUNCTIONS" for more information.

Arrow Keys

Use the arrow keys to move the marker a character or line at a time. Pressing (SHIFT) or (CLEAR) along with the arrow keys moves the marker more rapidly. Refer to Table 4 for exact marker movement.

Key	by itself	with (SHIFT) moves the marker:	with (CLEAR)
(→)	one character to the right	to the right margin of the current line	Not used
(←)	one character to the left	to the left margin of the current line	Not used
(↑)	one line up in the current column	to the top of the screen in the current column, or the top of the previous screen if already at the top	to the beginning of the document
(↓)	one line down in the current column	to the bottom of the screen in the current column, or the bottom of the next screen if already at the bottom	to the end of the document

Table 4. TEXT Marker Movement Keys.

Printing a Document

You can print a single screen or all of a TEXT document. To print an entire document, use the PRINT function in TEXT. (See "TEXT FUNCTIONS — Print.")

Use the SCREEN subfunction to print everything currently on the screen except the label lines. Use the FIND function or the arrow keys to display the text you want to print.

TEXT FUNCTIONS

When a document is opened (created or opened for editing), the first page of that document is displayed. The functions available are displayed at the bottom of the screen.

Use these functions to manipulate the text within your document and from document to document. To use a function, hold down the (CLEAR) key, and press the number for the desired function.

Find

Press (CLEAR) (0) to search for and FIND a string of up to 40 characters. The following prompt appears:

Search string:

If you previously searched for a string, that string also appears. Type the string you want, and press (ENTER). If the string is found, the line containing the string displays at the top of the screen. To find the next occurrence of the string, press (CLEAR) (0) again, then press (ENTER) to use the same search string.

Note: Uppercase and lowercase differences are ignored in search strings.

Print

Press (CLEAR) (1) to PRINT the entire document. Make sure your printer is ready, and that the printer settings are correct in the PRINTER subfunction ((F2),then (CLEAR) (5)). To stop printing, hold down the (BREAK) key until the printer stops.

Add/Replace

Press (CLEAR) (2) to toggle TEXT between the ADD and REPLACE modes. ADD (insertion) is the default mode. Everything you type is inserted (added) at the current marker position, and any text following the marker is shifted to the right one space for every character inserted.

In REPLACE (overstrike) mode, each character you type overstrikes (replaces) the character under the marker. The text is not moved. Note that you cannot replace a carriage return. You must skip over a carriage return when in this mode, toggle to ADD mode and insert characters in front ot it, and/or use DELETE to remove it.

Format

You can format the screen to any width you choose. For example, you may want to use the same width as your printed document so that you can see how it will look when printed. The maximum screen width is 79 characters.

Press (CLEAR) (3) to specify the screen FORMAT you want to use for your document. The following prompt appears:

```
Line width = 70          new value:
```

Enter the number of characters you want to appear across each line on the screen.

Merge

Press (CLEAR) (4) to MERGE (combine) a copy of another document with this document. The following prompt appears:

```
Enter merge filename:
```

Enter the name of the document file that you want to MERGE into your document. The length of the document file is checked and, if there is enough room, it is copied into the document at the current marker position.

If there is not enough room in your document for the entire MERGE document file, the merge is canceled, and the screen shows:

Not enough memory

Press (ENTER) to continue.

Save

Press (CLEAR) (5) to SAVE a copy of this document to a diskette file. The following prompt appears:

Enter save filename:

Enter the name of the file to which you wish to SAVE this document. Use standard file name format (*filename.ext:d*). If you do not enter a filename, the document name is used, and the file is saved onto Drive 1 or the drive you specified in the Main Menu SWAP function.

Select

Use SELECT to define a word or block of text in order to perform some other operation on it. Position the marker on the first character you want to select, and press (CLEAR) (6). Then, use the arrow keys to place the marker over the last character for the block, or press (CLEAR) (0), and enter a search string to select everything from the current marker position to that string. All highlighted text between the first and current marker positions is selected.

After you select your text, COPY or DELETE it, as appropriate. Press (BREAK) if you decide not to use the text you have selected. If you use any other operation or exit the TEXT function before you COPY or DELETE, the text is unselected.

You can use the FIND function to display text for selecting. Use FIND to search for the first character, word, or string you want to include in your text block. Then select the block as usual.

Copy

Press (CLEAR) (7) to place all selected text in the copy buffer. COPY does not delete the text, but merely makes a duplicate of it, which you can INSERT somewhere else in your document or COPY to a diskette file. COPY can also save all or part of a document file to diskette or duplicate a diskette file and copy it to this document.

To INSERT copy buffer text at another location: First select a text block, then move the marker to the appropriate position, and press (CLEAR) (9). The text is inserted at that position.

To COPY text to or from a diskette file, press (CLEAR) (7) again. (When copying from a diskette file, do not select text before you use COPY.) The following prompt appears:

From: To:

Enter the name of the diskette file from which you wish to COPY text into this document. The file is inserted at the current marker position.

To copy the text currently in the copy buffer, press (ENTER) to move to the To: prompt. Enter the name of the diskette file to which you wish to copy the text. The text is appended to that file.

If there is not enough room in your document for the entire COPY document file, the copy is canceled, and the screen shows:

Not enough memory

Press (ENTER) to continue.

Delete

Press (CLEAR) (8) to DELETE all selected text. The text is immediately deleted. If no text is selected, the character under the marker is deleted.

Insert

Press (CLEAR) (9) to INSERT the contents of the copy buffer at the current marker position.

If there is not enough room in your document for the entire INSERT document file, the copy is canceled, and the screen shows:

Not enough memory

Press (ENTER) to continue.

Exchange

Press (CLEAR) (E) to search for a string and replace it with another string. The screen shows:

Search string:

Enter the string you wish to replace. The screen shows:

Replacement string:

Enter the string you wish to exchange for the search string. The first occurrence of the string is found. The screen shows:

Replace? (Y/N)

Press (Y) to replace this, and each successive occurrence of the string. Press (N) to skip those that you do not wish to replace with the new string. Press (BREAK) at any time to cancel any further exchanges.

WORKSHEET OVERVIEW

WORKSHEET performs mathematical operations on data in rows
and columns. This "worksheet" concept lets you easily perform
complex calculations for budgeting, forecasting, statistical analysis,
engineering, and many other previously tedious tasks.

In addition to the calculations, you can also search for data (FIND),
enter TEXT, use a specific data FORMAT, change column width
(FORMAT), copy the current worksheet file to diskette or memory, or
copy a file from diskette or memory to the current worksheet
(MERGE, COPY), and DELETE or INSERT rows, columns, and
worksheet data. You may also print all or part of a worksheet.

Help Screens

The five WORKSHEET HELP screens contain brief summaries of
the functions and ways to use them. Within the WORKSHEET
application, press (F2) for the subfunctions. Then, press (CLEAR) (0).
After the first HELP screen displays, press (ENTER) for the second
screen. (F3) returns to the worksheet.

The third HELP screen is for the FIND function. Press (CLEAR)
(0) for FIND, then (F2) for the subfunctions. Next, press (CLEAR)
(0) for FIND HELP. (F3) returns to the worksheet.

The fourth HELP screen is for the FORMULA function. Press
(CLEAR) (2) for FORMULA, then (F2) for the subfunctions. Next, press
(CLEAR) (0) for FORMULA HELP. (F3) returns to the worksheet.

The last HELP screen is for the FORMAT function. Press (CLEAR)
(4) for FORMAT, then (F2) for the subfunctions. Next, press (CLEAR)
(0) for FORMAT HELP. (F3) returns to the worksheet.

THE WORKSHEET

To open an existing worksheet file, position the marker over the filename, and press (ENTER). The first worksheet screen for that file displays.

To create a new worksheet file, place the marker over Worksheet, and press (ENTER). An empty worksheet screen displays for a new file.

```
WORKSHEET  [TABLE    ]                              Ø2/25/84  1Ø:3Øam
          1          2        3        4        5          6
  1
  2
  3
  4
  5
  6
  7
  8
  9
 1Ø
 11
 12
 13
 14
 15
 16
 17

Select Command:
R 1Cl                                              Free Memory  5445
 [Ø]      [1]       [2]    [3]     [4]     [5]     [6]    [7]     [8]      [9]
FIND     CALC    FORMULA  TEXT   FORMAT   MERGE  SELECT  COPY   DELETE   INSERT
```

Row numbers appear down the left side of the screen, in the Row Label area. Column numbers appear across the top of the screen (Column Label area). The default width for all columns is ten characters.

Seventeen rows and seven columns (more or less, according to the width you set) display on the screen at one time. This is the "window" concept; a portion of the worksheet is extracted for viewing or editing. There are up to 99 rows and columns available in each worksheet. Use the arrow keys or the FIND function to move from window to window in the worksheet.

Each intersection of a row and a column is a "cell." You enter, calculate, and manipulate text, formulas, and numbers, using cells. The solid rectangular box (highlighted area) is the entry marker. Use the entry marker to mark a cell in which you wish to enter data.

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The data entry line, command line, and cell status line appear near the bottom of the screen.

```
#
Select Command:
R 1C 1     xxxxxx                              Free Memory xxxx
```

The marker marks the data entry line. Add data to the worksheet by positioning the entry marker on the correct cell and entering the data on this line.

Next is the command line, which either prompts you to select a command (function) or to perform some action for the function you are currently using. Error messages and warnings also display on this line.

The next line, cell status, shows the cell currently highlighted by the entry marker (R 1C 1). The formula or cell text contained in that cell displays to the right of the cell number. Number displays if it is a numeric cell. The amount of Free Memory displays at the end of this line.

The WORKSHEET functions display on the last two lines.

Arrow
Keys

Use the arrow keys to move the entry marker from cell to cell and to
the Row and Column Labels. The arrow keys move the marker a cell
at a time, in the direction of the arrow. Press (SHIFT) or (CLEAR)
along with an arrow key to move the marker more rapidly. See
Table 5.

Key	by itself	with (SHIFT) moves the marker:	with (CLEAR)
(→)	one cell (or Column Label) to the right	to the last column on the screen, or to the last column on the next screen if the entry marker is in the last column	to Column 99 in the current row
(←)	one cell (or Column Label) to the left	to the first column on the screen, or to the first column on the previous screen if the entry marker is in the first column	to Column 1, or to the Row Label if entry marker is in Column 1
(↑)	one cell (or Row Label) up	to the first row on the screen, or to the first row on the entry marker is in the first row	to Row 1, or to the Column Label if the marker is in Row 1
(↓)	one cell (or Row Label) down	to the last row on the screen, or to the last row on the next screen if the entry marker is in the last row	to Row 99 in the current column

Table 5. WORKSHEET Marker Movement Keys.

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Setting Up
a Worksheet

When you create a WORKSHEET file, a blank worksheet is shown. Determine the information you want to display and calculate, noting the format and length of your headings and numeric data. The column width defaults to ten characters (9999999.99).

No setup procedures are necessary if you use the default column width. You may begin entering your worksheet data right away. You may, however, tailor the worksheet more specifically to your needs, using FORMAT.

To change the column width, press (CLEAR) (⟶) while the entry marker is in Row 1. The marker moves up into the Column Label area. Move the marker onto a column you want to change. To change all columns to the same width, move the entry marker to the column Label area, and press (CLEAR) (4) for FORMAT. The following message appears on the command line:

Change column width. Specify {ALL,Width}, {Col. no.,Width}), {Width}

Type **ALL,** and the new width to change the width of all columns, 1-99 (for example, **ALL,12** (ENTER)). Type a column number, a comma, and the new width to change the width of a specific column (for example, **C5,12** (ENTER)). Type only the new width to change the width of the current column (for example, **12** (ENTER)).

Adding Data
to a Worksheet

After you set up the column widths, you are ready to add data to your worksheet. There are four types of data you can enter: numeric data, formulas, cell text, and block TEXT.

To add numeric data to a cell, position the entry marker on the cell, and type the data. (The program uses the default of seven digits, a decimal, and two decimal places, but you can change the data to almost any numeric format.) As you type, the data appears both in the cell and on the data entry line. Press (ENTER) or an arrow key after you complete the cell.

You may add a formula to a single cell or all selected cells. To enter a formula into a cell, position the entry marker on that cell. Press (CLEAR) (2) to mark the cell for FORMULA entry, then enter the formula on the data entry line. After you enter the formula, it appears on the cell status line.

To enter a formula into several cells, select the cells, using (CLEAR) (6). Next, mark them for FORMULA entry, then enter the formula.

Add cell text (row and column headings, and so forth) as you would numeric data. If you want to use a heading consisting entirely of numbers, type one or more spaces in the cell to mark it as non-numeric.

You may also select a block of cells in which to enter text. When you do this, the text is not bound by each individual cell but by the selected block as a whole. Press (CLEAR) (3) to mark the selected area as a TEXT block, and enter text into it. Press (BREAK) to leave the TEXT mode.

See "WORKSHEET FUNCTIONS" for more information on FORMAT, SELECT, FORMULA, and TEXT.

Performing Calculations

WORKSHEET calculates data according to cell contents, from left to right and top to bottom. You calculate two or more cells in a row or column. For example, consider the following worksheet:

```
[        1        ][   2   ][   3   ][   4   ][   5   ]
1 DESCRIPTION       July     August   Septem   Average
2                   Expend   Expend   Expend   Expend
3 Total Expend      500.00   300.00   250.00
4 Less:Pers Exp     100.00     0.00    50.00
5                  --------- --------- --------- ---------
6 Total Expend
```

Cells 3,5 and 4,5 use AVG to find the average (mean) values of Rows 3 and 4. The formula is AVG (C2) for each of these two cells. (Average all numeric cells in the current row from the specified to the current column.) Any non-numeric data is skipped.

Cells 6,2, 6,3, 6,4, and 6,5 use an arithmetic operator (-) to find the difference of Rows 3 and 4. Because each of these four cells uses the same formula, R3-R4, first select the cells, then enter the formula on the data entry line.

Note that you can also select the cells, then enter **R3C2-R4C2** as the formula. When WORKSHEET enters a formula into selected cells, it adjusts for the appropriate row or column. (The formula would appear as R3C3-R4C3 in Cell 6,3, R3C4-R4C4 in Cell 6,4, and so forth.)

After you complete the entries to calculate and the formulas to use in calculations, simply press (CLEAR) (1) to CALCULATE the entire worksheet. A result displays in every cell in which you entered a formula.

If a calculated result is a smaller or larger number than WORKSHEET can display or if you attempt to divide a number by zero, an error message displays. *UNRFLO* displays for an underflow error; *OVRFLO*, for an overflow error; and *DIVBY0*, for a division by zero error.

WORKSHEET FUNCTIONS

The WORKSHEET functions display at the bottom of the screen. To use a function, hold down the (CLEAR) key, and press the number for the desired function.

Find

Press (CLEAR) (0) to search for and FIND a specific text string or a specific cell. The following prompt appears:

Specify string or RxxCyy:

Enter the cell text you want to FIND. The text must match the cell text **exactly.** If the string is found in one of the worksheet cells, the window containing that cell displays. The entry marker appears on the cell.

When searching for a specific cell, only a valid cell number is allowed. Type **R** or **C**, the row or column number, a comma, then **C** or **R**, and the column or row number. The window containing that cell displays. The entry marker appears on the cell.

Note that you cannot search for a string entered using the TEXT function. FIND searches for data by cell and therefore disregards TEXT, since it is not cell oriented. Note also that you cannot search for a formula.

Calc

Press (CLEAR) (1) to CALCULATE the worksheet you set up. Also use this to recalculate a worksheet in which you make changes. Results of the calculation display in the cells in which formulas were entered.

If a cell contains a reference to another cell that is not yet calculated (to a cell to the right and /or below it), it creates a reference error.

Cells which contain a reference error are left blank. After the referred-to cell is calculated you may obtain the correct calculation by pressing (CLEAR) (1) a second time.

After you save a calculated worksheet, there is no need to recalculate it when you re-enter that worksheet.

Formula

To enter a formula into a cell, position the entry marker on that cell. Press (CLEAR) (2) to mark the cell for FORMULA entry, then enter the formula on the data entry line.

To enter a formula into several cells, select the cells, using (CLEAR) (6) and the arrow keys. Next, mark them for formula entry, then enter the formula.

Within a formula, mathematical operations are performed from left to right. Parenthetical operations are performed first, multiplication and division second, and addition and subtraction last. When parentheses are nested, the innermost operations are performed first. The operations available for use in formulas are given in Table 6.

Entering Formulas			
between two cells:			
+	Addition	*	Multiplication
−	Subtraction	/	Division
		!	Power
for a row, column, or selected block:			
AVG	Average (mean) of the values	MIN	Minimum value
		RMT	Cumulative sum of the row
CMT	Cumulative sum of the column	SUM	Sum of the values
MAX	Maximum value		
for a cell:			
ABS	Absolute Value	LOG	Logarithm
ATN	Arctangent	SGN	Sign
COS	Cosine	SIN	Sine
EXP	Exponential	SQR	Square root
INT	Integer truncation	TAN	Tangent

Table 6. Formula Operations.

Two special characters are also available. A question mark (?) in a cell indicates a constant that is entered at the time of calculation (CALC). A number sign (#) in a formula indicates that the cell number is not adjusted for each successive row or column, but remains constant. The # is required in CMT and RMT formulas, but is useful in other formulas as well.

Following are examples of formulas using some of these operations.

?CONSTANT1 Sets up the current cell for entry of a constant (in this example, named CONSTANT1) at the time of calculation

(R1 + R2)/R3C4 Adds Cells 1 and 2 in the current column, then divides their sum by the value of Cell R3C4

(C3) − (R1C4) Subtracts the value of the cell in Row 1, Column 4 from the value of the cell Column 3 of the current row

C1∗C2 Multiplies two cells in the same row

(R1C2/100 Divides the value of the cell in Row 1, Column 2 by 100

C6R3!3 Calculates the cube of the value of the cell in Row 3, Column 6

ABS(R2C3) Multiplies the value of the cell in Row 2, Column 3 by −1 if (and only if) it is a negative number (absolute value)

ATN(R3C5) Displays the arctangent of the value of Cell R3C5 — the angle that has its tangent equal to the value of Cell R3C5 (the result displays in radians; use **ATN(R3C5)∗57.29578** to display the arctangent in degrees)

AVG(C1) Adds all the values in the current row, beginning with Column 1, up to the current cell, skipping any non-numeric data, and divides by the number of numeric cells added

CMT(#R4C3)   Gives a cumulative total in the current cell or each selected cell for Column 3, beginning with Row 4. For example:

```
             [  3  ] [  4  ]
[  4  ]      5.00
[  5  ]     10.00
[  6  ]     20.00
```

If Cells 4, 5, and 6 of Column 4 are selected and the above formula is entered, calculation produces the following results:

```
             [  3  ] [  4  ]
[  4  ]      5.00     5.00
[  5  ]     10.00    15.00
[  6  ]     20.00    35.00
```

If you enter the formula only in Cell 6 of Column 4, the result is:

```
             [  3  ] [  4  ]
[  4  ]      5.00
[  5  ]     10.00
[  6  ]     20.00    35.00
```

COS(R3C5)   Displays the cosine of the value of Cell R3C5 (use **COS((R3C5)∗ .01745329)** if the value in Cell R3C5 is in degrees instead of radians)

EXP(R4C3)   Displays e raised to the power of the value of Cell 4,3 (Napierian, or natural exponential e^x)

INT(R4C2)   Displays the truncated value of Cell R4C2

LOG(R2C4)   Displays the logarithm to the base 10 of the value of Cell R2C4

MAX(C4)   Displays the maximum value of the current row, from Column 4 to the current cell, skipping any non-numeric data

MIN(R1)   Displays the minimum value in the current column, from Row 1 to the current cell, skipping any non-numeric data

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RMT(#R4C3)   Gives a cumulative total in the current cell or each selected cell for Row 4, beginning with Column 3. For example:

```
            [  3  ] [  4  ] [  5  ]
[    4    ]    5.00   10.00   20.00
[    5    ]
```

If Cells 3, 4, and 5 of Row 5 are selected, and the above formula is entered, calculation produces the following results:

```
            [  3  ] [  4  ] [  5  ]
[    4    ]    5.00   10.00   20.00
[    5    ]    5.00   15.00   35.00
```

If you enter the formula only in Cell 5 of Row 5, the result is:

```
            [  3  ] [  4  ] [  5  ]
[    4    ]    5.00   10.00   20.00
[    5    ]                   35.00
```

SGN(R3C4)   Displays the sign of the value in Cell R3C4 (0 if the argument is zero, 1.00 if the sign is positive, and − 1.00 if the sign is negative)

SIN(R2C1)   Displays the sine of the value of Cell R2C3 (use **SIN((R2C1)∗ .01745329)** if the value in Cell R2C3 is in degrees instead of radians)

SQR(R5C1)   Displays the square root of the value of Cell R5C1

SUM(R5)   Displays the sum of all the values in the current column, from Row 5 to the current cell, skipping any non-numeric data

TAN(R2C3)   Displays the tangent of the value of Cell R2C3 (use **TAN((R2C3∗ .01745329)** if the value of Cell R2C3 is in degrees instead of radians)

Text

If you require more space for text than a single cell, or if you want a more formal-looking worksheet, you may select a block of cells in which to enter TEXT. The TEXT boundaries are defined by the selected block as a whole, rather than each individual cell in the block. The program creates a window for writing, editing, and manipulating TEXT.

Press (CLEAR) (3) to enter (or edit existing) TEXT in a selected area. Word wrapping is automatic, and you may use limited editing features in TEXT. (F1) deletes the TEXT character under the marker. (CLEAR) (W) deletes text from the entry marker to the end of the word. (Note that you must use an uppercase W.) (CLEAR) (P) deletes text from the entry marker to the end of the paragraph (the paragraph end is denoted by #). (CLEAR) (↓) deletes text from the entry marker to the end of the TEXT block.

You may also enlarge a TEXT block. Select a block that completely encloses the present TEXT block. Press (CLEAR) (3). The TEXT block enlarges. (Note that you cannot combine two existing TEXT blocks.) Partial TEXT may be selected, then copied or merged, but the TEXT is copied as individual cells. Press (BREAK) to exit TEXT.

Format

Use FORMAT to change column widths. Press (CLEAR) (↑) while the entry marker is in Row 1. The marker moves up into the Column Label area. Move the marker onto a column you want to change. To change all columns to the same width, move the entry marker to the Column Label area, and press (CLEAR) (4) for FORMAT. The following message appears on the command line:

Change column width. Specify {ALL,Width}, {Col. no.,Width}, {Width}

Type **ALL,** and the new width to change the width of columns 1 - 99 (for example, **ALL,12**). Type a column number, a comma, and the new width to change the width of a specific column (for example, **C5,12**). Type only the new width to change the width of the current column (for example, **12**).

Also use FORMAT to specify a certain number format for existing cell data. Place the entry marker on the cell you want to change, and press (CLEAR) (4). The screen shows:

Specify format- L R D I $:

At the data entry line, enter the letter for the format you wish to use, as follows:

L = left-justified
R = right-justified
D = decimal (enter number of decimal places, up to 14)
I = integer (whole number)
$ = dollar format (two digits after the decimal)

(Note that you may enter more than 14 digits after a decimal, but precision is lost after 14.) You may also select a group of cells for which to specify a format.

Merge

Press (CLEAR) (5) to save a selected block to diskette, or insert data from a diskette file at the current marker position, if nothing is selected. One of the following prompts displays:

Enter Save filename:

or

Enter Load filename:

At the data entry prompt, enter the name of the file in which you wish to SAVE the selected block, or from which you wish to LOAD and insert at the current marker position. (If TEXT is encountered while saving, and the entire TEXT block is not included in the selected area, the TEXT is copied as individual cells.)

Select

SELECT defines a block of the worksheet on which to perform some
other operation. Position the entry marker on the first cell for the
block, and press (CLEAR) (6). Move the marker to the last cell you
wish to include. All selected cells are highlighted.

After you select the block, use FORMULA, TEXT, FORMAT,
MERGE, COPY, DELETE, or PRINT on the block. If you use any
other function or exit the worksheet, the block is unselected.

Copy

Press (CLEAR) (7) to place a selected area in the copy buffer. If TEXT
is encountered and the entire TEXT block is not included, the TEXT
is copied as individual cells. Use INSERT to place the contents of the
copy buffer in another area on the worksheet.

If no cells are selected, press (CLEAR) (7) to place the current
contents of the copy buffer into a document (TEXT file). The screen
shows:

Enter filename:

Enter the name of the document file.

Delete

In a Row or Column Label, press (CLEAR) (8) to DELETE the entire
row or column. All formulas and TEXT blocks are adjusted to
correctly reflect the row or column deletion.

On the worksheet, press (CLEAR) (8) to DELETE the data in the
current cell or all selected cells. If TEXT is encountered and the
entire TEXT block is not included in the selected area, the TEXT is
skipped, and deletion continues with the next non-TEXT cell.

Insert

In a Row or Column Label, press (CLEAR) (9) to INSERT a blank row or column at the current row or column position. All formulas and TEXT blocks are adjusted to correctly reflect the row or column addition. Note that if you add a new row or column above or to the left of a TEXT block, data in any row or column pushed "under" the TEXT block is lost.

On the worksheet, press (CLEAR) (9) to INSERT the contents of the copy buffer at the current entry marker position.

Print

Press (CLEAR) (P) to PRINT the selected area of the worksheet or the current window if no area is selected. An area selected for printing may include the entire worksheet. Make sure your printer is set correctly (in Subfunction 5, PRINTER) before you use the PRINT function.

Outcomes

Press (CLEAR) (0) to clear OUTCOMES on the worksheet. Any formulas or other data remain intact; only calculated results are cleared.

FILER OVERVIEW

The FILER application provides information storage and retrieval.
FILER is similar in function to a card indexing system and is easy
to set up, maintain, and access. You can refer to the files you set up
at any time.

FILER allows you to set up your own data entry form for each file so
that you can include any information in any format. You can sort or
search for a record by any of the fields you set up on the FILER form.
You can also automatically dial a phone number listed in your file,
print records or list them to the screen, combine two FILER files,
add or delete records from the file, and copy records to another disk
file.

Help
Screens

The five FILER HELP screens contain brief summaries of the
functions and ways to use them. Within the FILER application, press
(F2) for the subfunctions. Then, press (CLEAR) (0). After the first
HELP screen displays, press (ENTER) for the second screen. (F3)
returns to the main FILER screen.

The third HELP screen is for the FIND function. Press (CLEAR)
(0) for FIND, then (F2) for the subfunctions. Next press (CLEAR) (0)
for FIND HELP. (F3) returns to the FILER FIND screen.

The fourth HELP screen is for the DISPLAY function. Press (CLEAR)
(2) for DISPLAY, then (F2) for the subfunctions. Next, press (CLEAR)
(0) for DISPLAY HELP. (F3) returns to the FILER DISPLAY screen.

The last screen is for the FORM function. Press (CLEAR) (4) for
FORM, then (F2) for the subfunctions. Next, press (CLEAR) (0) for
FORM HELP. (F3) returns to the FILER FORM screen.

USING FILER

To open an existing file, position the marker over the filename, and press (ENTER). The first record in that file displays.

To create a new file, place the marker over Filer and press (ENTER). A blank FORM screen appears.

Set up a form for a new file, following the instructions outlined in "Setting Up a Form" and "FILER FUNCTIONS — Form."

When you open an existing file, one for which a form is defined, the first record (according to the ORDER you set) displays. A blank FILER entry screen displays if a file form exists, but no records are currently in the file.

Examine or change the displayed record, or press (CLEAR) (→) to display the next record. If no records are in the file (a blank record form displays), you may enter the data for your first record. (See "Adding Records.")

Setting up a Form

Before you enter records into a file, you must set up a FORM for that file. (If no form exists for a file, the FILER — FORM screen displays after you open the file.) Set up the labels and fields you want to include in your file. (See "FILER FUNCTIONS — Form" for more information.)

If you plan to MERGE this file with another, the forms for the two files must be identical. You may want to make a copy of the current file before you add any records, to assure that the two forms are identical. (See "Merge — Copying a form to use in another file.")

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Adding Records

After you set up a form, a blank form displays for record entry. (If you are opening an existing file, the first record in the file displays. Edit the record, or press (CLEAR) (9) to display a blank form.)

The entry screens are always in the overstrike mode; each character replaces the character at the current marker position. Type the appropriate data for each field. Alphanumeric (letters and numbers) fields are left-justified. Numeric fields are aligned around the decimal or right-justified if there is no decimal. Press (ENTER) after each field. Use the arrow keys to move through the data fields as desired.

Press (CLEAR) (9) to add the record and display another blank form. (F3) adds the record and returns to the main FILER screen.

As you add records, they automatically sort by the primary key field, as determined by the form. If you used the ORDER function, records sort by the key fields first, then the rest of the fields in descending order if necessary. Records sort correctly, regardless of the order in which they are added.

Arrow
Keys

Use the arrow keys to move the marker a character or line at a time
Pressing (SHIFT) or (CLEAR) along with the arrow keys moves the
marker more rapidly. See Table 7.

Key	by itself	with (SHIFT) moves the marker:	with (CLEAR)
(→)	one character to the right	to the field area in FORM	to the next FIND match or to the next record
(←)	one character to the left	to the Label area in FORM	to the previous FIND match or to the previous record
(↑)	one line up in the current column or to the first character in the previous field	to the first field on the screen	to the first FIND match or to the first record on file
(↓)	one line down in the current column or to the first character in the next field	to the last field on the screen	to the last FIND match or to the last record on file

Table 7. FILER Marker Movement Keys.

Printing
Records

You can print all or part of a FILER file. To print one, several, or all records, use the PRINT function. (See "FILER FUNCTIONS — Print.") The records print horizontally across the paper.

You can also use the SCREEN subfunction to print a single record. Screen prints the record in the same format as it appears on the screen. Use the FIND function or the arrow keys to display the record you want to print.

FILER
FUNCTIONS

The FILER functions display at the bottom of the screen. To use a function, hold down the (CLEAR) key, and press the number for the desired function.

Find

Press (CLEAR) (0) to search for and FIND a record or group of records. The FIND function screen displays a blank form with the FIND functions (EQUAL, GREATER, LESS, RESET, MARK) at the bottom of the screen. The marker is on the primary key (ORDER) field.

Type the search data for each field (including * and ? if you wish), and press (ENTER) or (⌶). Use * and ? as "wildcard" indicators. Type * before or after data in a field to disregard all characters that appear before or after the data, respectively. Use of ? is similar, except that it causes only one character to be ignored. (Use wildcard indicators only if you use equal (=) as the FIND operator.) Press (ENTER) or (⌶) to skip any field.

Press (CLEAR) and a function number (1), (2), or (3) to set the FIND criteria EQUAL to, GREATER than or equal to, or LESS than or equal to the information you have typed in that field. The default is EQUAL. (Choose the function any time the marker is over the appropriate field — before, during, or after you enter the data.)

Press (F3) to begin the search. If search criteria exists for more than one field, FIND searches for records that match all the criteria. All records that match the criteria are found, and the first one displays. Use (CLEAR) with the (→) and (←) keys to scroll forward or backward through the records.

Special FIND functions are:

RESET   Press (CLEAR) (4) to RESET the FIND criteria. The
               records are reset, and the main FILER screen is
               displayed.

MARK   Press (CLEAR) (6) to MARK (or unmark) fields to
               appear when the DISPLAY and PRINT functions
               are used. Marked fields are visible — displayable or
               printable. An asterisk appears in the Label area of
               all visible fields. Invisible fields do not DISPLAY or
               PRINT. The default is visible.

Call

Press (CLEAR) (1) to dial any phone number currently highlighted. If
you are using an auto dialing modem and a valid sequence of
numbers is highlighted, the number is dialed. Pick up the telephone
receiver for normal conversation. FILER operation resumes at the
point at which you made the request. Check the Voice Dialing
settings in TELECOM before you use CALL.

Display

Press (CLEAR) (2) to displays a list of all records that match the
FIND criteria.

A label line displays at the top of the screen. The data for the
records chosen displays horizontally; the data for each field appears
under its corresponding label. The length of each field is determined
by the maximum length of data for that field. Two spaces are
inserted between each field.

Wrapping. If the records take up more than 80 characters across
the screen, the records (label line and data lines) wrap to the next
line, indented five spaces.

Eliminating fields from the display. If you do not wish to display certain fields, unmark those fields in FIND.

Scrolling through the records. If more records are chosen to display than will fit on the screen, use the arrow keys to scroll through the records. (See "Arrow Keys.")

Press **F3** to return to the main FILER screen.

Print

Press **CLEAR** **3** to PRINT a list of all records that match the FIND criteria. Make sure that you have first set the printer settings in Subfunction 5, PRINTER.

The record list prints. A label line appears across the top of the paper. The data for the records chosen prints horizontally; each field appears under its corresponding label. The length of each field is determined by the length you set up in the FORM function. Two spaces are inserted between each field.

Wrapping. If the records use more characters than are available on one line, the records (label line and data lines) wrap to the next line, indented five spaces.

Eliminating fields from the list. If you do not wish to print certain fields, unmark those fields in FIND.

Form

Press **CLEAR** **4** to display the FORM screen. For each field you want to include in your record, you must set up a field in FORM. A form field line consists of a Label and a Field area. You can define a form with up to 21 fields. Press **F3** to save the form.

Defining a Label

The left side of the screen is reserved for field labels. A label always begins at the left margin. Type one or more characters (up to 15) on a line in this area to create a new field on that line. Press (ENTER) after you complete the label. The Label area fills in with a line of dots and a colon. The marker is positioned to set up the FORM for the Field area.

Note: For blank lines between field lines, press (ENTER) or (↓) before you enter any characters in the Label area.

Defining a Field Area

Press (ENTER) in the first position of the Field area to display a line of dots, and specify a maximum of 58 alphanumeric characters for the data in this field. (See "NUMBER" if you want to set up a numeric field.) Press (ENTER) again to move to the next line.

You may also type up to 255 dots and press (ENTER) for a maximum length equal to the number of dots you type. If the field length is greater than 58, it wraps to the Field area in the next line. The Label area on that line is left blank.

You can also use "edit" characters — characters that convey a certain type of required entry — in either alphanumeric or numeric data fields. A common use of edit characters is for formatting telephone numbers; for example:

(. . .) . . .–. . . .

The parentheses and the dash are edit characters; they are skipped over during data entry. Use a comma (,) as an edit character in a numeric field to indicate the placement of a decimal point.

Form Functions

Special FORM functions are:

ORDER

In data entry, records are sorted in the ORDER you set here. The ordered, or key, fields are sorted first, in ascending order. Then, the rest of the fields are sorted in their order of appearance on the screen. The priority number of ordered keys appears in the Label area on the screen.

Press (CLEAR) (0) to make the field under the marker a key field. The screen shows:

Priority number:

Enter the next available priority for this key (in 1, 2, 3 order). If you press (ENTER) without entering a priority number, the field is given the next available number (1 if no fields are ordered yet). The priority number appears in the Label area.

If you choose a field that is already a key, press (ENTER) to leave the priority unchanged, or enter a new priority. If an existing priority is used, the priority numbers are shifted to allow for it.

A priority number of 0 removes the key status of a field and reorders the keys.

PACK

Press (CLEAR) (1) to PACK the file when the efficiency decreases because of many additions, deletions, and changes to records. The file efficiency (A, B, C, or D) displays on the FORM screen. PACK if the efficiency drops below B. ~~If efficiency drops to D, it displays on the main FILER screen.~~ Use PACK to recover lost diskette space.

NUMBER

Press (CLEAR) (2) to specify the field under the marker as numeric field. A number sign (#) appears in place of the colon for a numeric field. (Press (CLEAR) (2) again to change the field back to alphanumeric.)

USE THE FORM FUNCTION REGULARLY TO CHECK THE EFFICIENCY LEVEL.

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If the field is not yet set up, press (CLEAR) (2), then (ENTER) to set up the field as: 12 digits, a decimal, and 2 decimal places. (A comma represents a decimal in FORM.) You may edit the number of digits on either side of the decimal with ADD or DELETE. Data entered in the field aligns around the decimal.

If the field is already defined, NUMBER simply right-justifies any data entered in the field when you display or print it.

DELETE   In the Field area, press (CLEAR) (8) to DELETE the character under the marker.

In the Label area, press (CLEAR) (8) to DELETE the entire field, including the label.

ADD   In the Field area, press (CLEAR) (9) to ADD one character at the current marker position.

In the Label area, press (CLEAR) (9) to ADD a new field at the current marker position. All fields below the marker move down one line.

Merge

Press (CLEAR) (5) to MERGE another FILER file into the current file. The screen shows:

Merge from:

Enter the name of the file you want to merge into this file. If the file forms are **exactly** the same, copies of all the records in the (from) file are merged into this file. If duplicate records exist in the two files, the extra records are not merged into the file.

Add

Press (CLEAR) (9) to ADD a record to the file. A blank record form
appears. Type the record data. Press (ENTER) after completing
each field.

When a record that you are adding or editing is displayed, press
(CLEAR) (9) to update the record on the screen. A blank record form
for adding another record displays. If you do not wish to add another
record, press (F3) to update the record on the screen and return to the
main FILER screen.

Copying a form to use in another file. When you merge two files, the forms of the files must be identical. Since one character difference makes the files incompatible, make a copy of this file after you set up your form (before you enter any records). You can do this at the operating system level or at the Main Menu.

At TRSDOS Ready, type **COPY** *oldfile* **/FIL:1 TO** *newfile* **/FIL:1** (ENTER) to make a duplicate of the file. The first name is the file from which you are copying; the second is the destination file.

Select

SELECT the contents of a record for copying to a document file on diskette. Place the marker over the first field's data to select, then press (CLEAR) (6). Move the marker to the last field to include. All selected data is highlighted. Now COPY the selected area.

Copy

Press (CLEAR) (7) to COPY to a document file on diskette the field contents of a selected record. The screen shows:

TO:

Enter the name of the diskette file into which you wish to COPY the data. The data appends to the specified document file.

Delete

Press (CLEAR) (8) to DELETE the record currently displayed.

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TELECOM OVERVIEW

TELECOM is a telecommunications application, designed for communication between the DeskMate computer and another computer running a host program. TELECOM can transmit and receive any type code, including machine-language. Hookup to the host computer may be over telephone lines or direct.

Help Screens

There are several TELECOM HELP screens. These screens contain brief summaries of the functions and ways to use them. Within the TELECOM application, press (F2) for the subfunctions. Then, press (CLEAR) (0) to display general TELECOM HELP. HELP is also available for Modem Definition, Computer Dialing Definition, Voice Dialing Definition, Answer Mode Definition, and TERMINAL.

Choose a function, then press (F2), then (CLEAR) (0) to display HELP for that function. Press (ENTER) for each successive screen. (F3) returns to the appropriate TELECOM screen.

Setting the Status

The first step in communicating with a host computer is to connect a modem to the DeskMate computer. Refer to your modem's operating instructions for details.

After the modem is properly connected and set, place the marker over Telecom, and press (ENTER). The screen shows the Current (default) Telecom Status Settings:

```
 Telecom                                        Ø2/25/85  1Ø:3Øam

 Current Status Settings:

     Auto Dialing Modem ................... Yes  No
     BAUD Rate ............................ 11Ø  15Ø  3ØØ  6ØØ  12ØØ 24ØØ 48ØØ 96ØØ
     Word Length .......................... 7    8
     Parity ............................... Even Odd  None
     Stop Bits ............................ 1    2
     Support XON/XOFF ..................... Yes  No
     ASCII Character Filter ............... Yes  No
     Auto Line Feed ....................... Yes  No
     Self Echo ............................ Yes  No
     Retries .............................. Ø




                                  BUFFER:     Used:    Ø   Free: xxxxx
 [Ø]    [1]     [2]     [3]    [4]    [5]     [6]    [7]    [8]    [9]
 RESET  SELECT  AUTOLOG EDITLOG TERM  DISPLAY PRINT  SAVE   LOAD   CLEAR
```

To change a setting, use the arrow keys to move the marker to the correct value, then press (ENTER). The new setting is highlighted. (Hold down (SHIFT), and press (↑),(↓), (←) or (→) to move to the top line, bottom line, leftmost value, or rightmost value.)

If you are using an Auto Dialing Modem, change the status to Yes. Note that if you are directly connecting the DeskMate as host to another computer, the Auto Dialing Modem status **must** be No.

Refer to the host's requirement for BAUD Rate, Word Length, Parity, and number of Stop Bits settings. In most cases, you can use the default values. Check your modem's operating instructions for its maximum baud rate. (The 4800 and 9600 baud rates are for transmission between computers that are directly connected.)

If you use Support XON/OFF, transmission to a host computer stops when the host sends an XOFF. Transmission resumes when the host sends an XON. Also, TELECOM sends an XOFF to pause trans- mission from the host computer when data is coming in too fast for the input buffer to handle it. TELECOM sends an XON to resume transmission.

Turn on the ASCII Character Filter to display only codes 20-7F Hex, 08, 09, 0A, 0C, 0D, and 1B. The ASCII filter strips out all characters over 80 Hex and control characters except backspace, horizontal tab, line feed, form feed, carriage return, and escape.

Turn on the Auto Line Feed to add a line feed (X'0A') after each carriage return (X'0D') received. Turn the option off to accept incoming line feeds and carriage returns "as is."

Use the Self Echo option if the host does not echo the text you send (half duplex). If the host echoes the text, turn off the Self Echo (full duplex).

Enter the number of Retries you want if, when you are dialing a phone number or executing an automatic logon sequence, No Carrier is detected.

TELECOM FUNCTIONS

The TELECOM functions display at the bottom of the screen. To use a function, hold down the (CLEAR) key, and press the number for the desired function.

Reset

Press (CLEAR) (0) to RESET the TELECOM Status screen to the default settings. Current settings are always highlighted.

Select

Press (CLEAR) (1) to change the current status line to the setting under the marker. Alternately, you may place the marker on a setting, and press (ENTER) to select it. At Auto Dialing Modem, selecting Yes displays the Modem Definition screen. Following are the Modem Definition functions for voice dialing, computer dialing, and answer mode.

COMP   Computer Dialing Definition defines the dialing
                sequence your modem uses when executing auto
                logon sequences in TERMINAL. (This is the dialing
                sequence, not the logon sequence.) Determine the
                specific dialing sequence for your modem, then press
                (CLEAR) (1) to display the Computer Dialing
                Definition functions.

                Press (CLEAR) (1) to send the phone NUMBER to the
                DeskMate modem. Send Phone Number to Modem
                appears on the screen.

Press (CLEAR) (2) to RECEIVE text from the modem. Receive: appears on the screen. Type the text you expect to receive from the modem, and press (ENTER).

Press (CLEAR) (3) to SEND text to the modem. Send: appears on the screen. Type the text to send, and press (ENTER).

Press (CLEAR) (4) to PAUSE during a command sequence. Pause: appears on the screen. Type the number of seconds to pause, and press (ENTER).

Press (CLEAR) (5) (WAITNC) to Wait for No Carrier detect before continuing. Wait for no Data Carrier Detect appears on the screen.

Press (CLEAR) (6) (WAITC) to Wait for Carrier detect before continuing. Wait for Data Carrier Detect appears on the screen.

Press (CLEAR) (8) to DELETE the line under the marker.

Press (CLEAR) (9) to INSERT a blank line at the current marker position.

Press (F3) to save the completed computer dialing sequence and return to the Status screen.

VOICE

Voice Dialing Definition defines the dialing sequence your modem uses when auto dialing phone numbers in the PHONE and FILER applications. Determine the specific sequence for your modem, then press (CLEAR) (2) to display the Voice Dialing Definition functions. The Voice Dialing functions are the same as those for Computer Dialing.

Press (F3) to save the completed voice dialing sequence and return to the Status screen.

ANSWER   Answer Mode Definition defines the answer sequence
            your modem uses for answering the remote when
            DeskMate is in the Host mode. Determine the
            specific answer sequence for your modem, then press
            (CLEAR) (3) to display the Answer Mode Definition
            functions.

            Press (CLEAR) (2) to RECEIVE text from the remote
            modem. Receive: appears on the screen. Type the text
            you expect to receive from the modem, and press
            (ENTER).

            Press (CLEAR) (3) to SEND text to the remote
            modem. Send: appears on the screen. Type the text to
            send, and press (ENTER).

            Press (CLEAR) (4) to PAUSE during a command
            sequence. Pause: appears on the screen. Type the
            number of seconds to pause, and press (ENTER).

            Press (CLEAR) (5) (WAITNC) to Wait for No Carrier
            detect before continuing. Wait for no Data Carrier
                  appears on the screen.

            Press (CLEAR) (6) (WAITC) to Wait for Carrier detect
            before continuing. Wait for Data Carrier Detect
            appears on the screen.

            Press (CLEAR) (8) to DELETE the line under the
            marker.

            Press (CLEAR) (9) to INSERT a blank line at the
            current marker position.

            Press (F3) to save the completed answer sequence and
            return to the Status screen.

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Autolog

Press (CLEAR) (2) to execute an automatic logon sequence. The name of the auto logon file currently in RAM (if any) displays at the bottom of the screen. Press (ENTER) to use the current file, or enter the filename for the auto logon you wish to use.

If the carrier is detected, TELECOM executes the auto logon sequence and goes into the interactive TERMINAL mode. If no carrier is detected, TELECOM waits 5-10 seconds, then redials (if the Retries setting on the Status screen is greater than 0).

Editlog

Press (CLEAR) (3) to create or edit an automatic logon sequence. The name of the auto logon file currently in RAM (if any) displays at the bottom of the screen. Press (ENTER) to use the current file, or enter a filename for the auto logon you wish to create or edit.

If you are creating a new file, File not in directory displays. Press (ENTER) again. The Autolog Editor screen appears. Use the functions to create an autolog sequence, entering the appropriate prompts or responses for the host computer. Note that to enter the control character (^) in the logon sequence, you press (CLEAR) (;). Special EDITLOG functions are:

STATUS   Press (CLEAR) (0) to place the current status in the
                autolog sequence. The Status screen displays. Set the
                status as you want it, then press (F3). A summary of
                the status displays on the screen.

CALL   Press (CLEAR) (1) to place a dialing sequence in the
                autolog sequence. Type the dialing sequence, and
                press (ENTER).

RECEIVE   Press (CLEAR) (2) to RECEIVE text (a host prompt)
                from the host computer. Receive: appears on the
                screen. Type the text you expect to receive from the
                host, including any control codes, and press (ENTER).

SEND   Press (CLEAR) (3) to SEND text (your response to the host prompt) to the host computer. Send: appears on the screen. Type the text to send, and press (ENTER).

PAUSE   Press (CLEAR) (4) to PAUSE during a command sequence. Pause: appears on the screen. Press (ENTER) for 1 second, or type the number of seconds to pause, and press (ENTER).

DELETE Press (CLEAR) (8) to DELETE the sequence line under the marker.

INSERT Press (CLEAR) (9) to INSERT a blank sequence line at the current marker position. Use the appropriate function to enter the sequence item.

Press (F3). Press (ENTER) to save the completed auto logon sequence in the current file. Enter a new filename to save the sequence in a different file. The Status screen returns.

Terminal

Press (CLEAR) (4) to enter the interactive TERMINAL mode. In the interactive terminal mode, characters you type are sent to the host program. Incoming characters display as they are received. If the host program echoes your transmissions, they display also. (If the host does not echo, you can use the self echo option on the Status screen to display your keyboard input.) Special TERMINAL functions are:

BUFFER   Press (CLEAR) (0) to open or close the RAM BUFFER for capturing the text of the TERMINAL session. You may examine the text later, using the DISPLAY or PRINT function on the Status screen. When you open the buffer, incoming text appends to the current buffer contents. A "BUFFER FULL" message is displayed whenever applicable.

CLEAR   Press (CLEAR) (1) to CLEAR the contents of the RAM buffer. All data in the buffer is lost when you use this function.

RECEIVE   Press (CLEAR) (2) to RECEIVE a downloaded file from the host computer. Receive What File? appears on the screen. Type the filename, and press (ENTER). There are no restrictions on file type.

            Note: Use 8-bit transmission, and turn off all filters and character translation options when receiving binary data.

SEND   Press (CLEAR) (3) to SEND (upload or transmit) a diskette file to the host computer. Send Which File? appears on the screen. Type the name of the diskette file, and press (ENTER).

PRINTER   Press (CLEAR) (4) to turn on or off the PRINTER option. When the option is on, the text of the TERMINAL session is sent to the printer as it is received and displayed. (If the ASCII Character Filter is on, only codes 20-7F Hex, 08, 09, 0A, 0C, 0D, and 1B are sent.)

When the PRINTER option is on, transmission is much slower. Also, if the baud rate at which you are transmitting is greater than the maximum character input rate of your printer, some characters are lost as they are sent to the printer. Check your printer's specifications for its maximum character input rate.

BREAK   Press (CLEAR) (5) to generate a BREAK sequence (250ms null).

CALL   Press (CLEAR) (6) to auto dial a phone number (for example, an information service number). Call which number: appears on the screen. Type the dialing sequence, and press (ENTER). If a carrier is detected, TELECOM goes to the interactive terminal mode. If no carrier is detected, TELECOM waits 5-10 seconds, then redials (if the number of retries on the Status screen is greater than 0).

DISC   Press (CLEAR) (7) to DISCONNECT communication with the host (hang up the phone).

Press (F3) to return to the Status screen.

Display

Press (CLEAR) (5) to DISPLAY the contents of the RAM buffer. Press (SHIFT) (@) to pause the display. Press any key to continue. Press any key to return to the Status screen after the buffer display is complete.

Print

Press (CLEAR) (6) to PRINT the contents of the RAM buffer. The Status screen displays after the buffer print is complete.

Save

Press (CLEAR) (7) to SAVE the contents of the RAM buffer on
diskette as a document (TEXT application) file. Enter a filename for
the document. The Status screen displays after the file is saved.

Load

Press (CLEAR) (8) to LOAD a file from diskette to the RAM buffer.
Enter the name of the file from which to load. The Status screen
displays after the file is loaded.

Clear

Press (CLEAR) (9) to CLEAR the RAM buffer. All contents are lost
when the buffer is cleared.

CALENDAR OVERVIEW

The CALENDAR application is an event scheduler. It can be used as a general purpose calendar and planner to replace your desk calendar and datebook. It records important events, their dates, and their times so that you can refer to them at any time. It also maps the times that events are scheduled for the entire week, beginning with the current day. You can see your weekly schedule at a glance.

You can search for an event by date, time, and description, print a list of and set the alarm for selected events, combine two CALENDAR files, add and delete events from the calendar, and copy events to another disk file.

Help Screens

The three CALENDAR HELP screens contain brief summaries of the functions and ways to use them. Within the CALENDAR application, press (F2) for the subfunctions. Then, press (CLEAR) (0). After the first HELP screen displays, press (ENTER) for the second screen. (F3) returns to the main CALENDAR screen.

The third HELP screen is for the FIND function. Press (CLEAR) (0) for FIND, then press (F2) for the subfunctions. (F3) returns to the CALENDAR FIND screen.

USING
CALENDAR

To open an existing event file, position the marker over the filename, and press (ENTER). A listing of events in that file displays in chronological order.

To create a new file, place the marker over Calendar, and press (ENTER). A CALENDAR entry/edit screen displays.

In the upper left corner of the screen is the Weekly Time Chart. The days of the week (Mon, Tue, and so forth), beginning with the current day, display down the left side of this area. The times of day, beginning with 12:00am, display across the top.

Any events for the week are marked with asterisks (*) in the day and time slots to which they correspond. When event times conflict with each other, the conflicting times are marked with an exclamation point (!).

In the upper right corner of the screen is the Month Calendar, which is similar to a standard desk calendar. The current date is highlighted.

In the bottom section of the screen is the Daily Events Calendar, in which events are entered and displayed.

Adding
Events

CALENDAR is always in the overstrike mode; each character replaces the character at the current marker position. Add an event on a blank line simply by entering the appropriate data. Enter the fields as follows:

Enter the DATE of the event in mm/dd/yyyy format. For example, type **10/22/1984** (ENTER) for October 22, 1984. Press (ENTER) to use the current date.

Enter the time (12-hour) at which the event BEGINs in 00:00x format. For example, type **0730a** (ENTER) for 7:30am.

Enter the time (12-hour) at which the event ENDs in 00:00x format. For example, type **1208p** (ENTER) for 8 minutes after noon.

Enter a DESCRIPTION of up to 44 characters for the event. (No uppercase/lowercase distinctions are made when searching for events. **A** and **a** are the same.)

After an event file is created and contains events, the display/entry screen displays the events for the current day. To add an event, use the ADD function ((CLEAR) (9)). (See "CALENDAR FUNCTIONS.")

Events automatically sort in DATE/TIME order regardless of the order in which they are added to the file.

Defining and Manipulating Event Blocks

CALENDAR allows you to define sections, or blocks, of events that you can duplicate and save to a TEXT file (COPY), MERGE with a CALENDAR or ALARM file, or DELETE. To define a text block, first SELECT it. Once the text is selected, immediately MERGE, COPY, or DELETE it. If you choose any other function or exit the file, the block is unselected.

Copying events to a TEXT file. To copy events to a TEXT file, select the beginning of the block you want by pressing (CLEAR) (6). Position the marker on the last event for the block. Press (CLEAR) (7) to save the file into the copy buffer. Press (CLEAR) (7) again, and enter the name of the file to which you wish to copy.

Deleting events. To delete events, select the beginning of the block you want by pressing (CLEAR) (6). Position the marker on the last event for the block. Press (CLEAR) (8). The text block is deleted.

See "CALENDAR FUNCTIONS" for more information on these functions.

Arrow
Keys

Twelve event lines can be shown on the screen at one time. After you complete the twelfth line, the events "scroll," or move up line by line, to let you continue. To see a line after it has scrolled off the screen, press ⬆ until the line appears. Press ⬇ to return to the last line you were typing or editing.

Use the arrow keys to move the marker a character or line at a time. Pressing (SHIFT) or (CLEAR) along with the arrow keys moves the marker more rapidly. See Table 8.

Key by itself	with (SHIFT) moves the marker:	with (CLEAR)
→ one character to the right	to the beginning of thefirst field to the right	to the next day
← one character to the left	to the beginning of the first field to the left	to the previous day
⬆ one line up in the current column	to the first event line on the screen	to the first FIND match
⬇ one line down in the current column	to the last event line on the screen	to the last FIND match

Table 8. CALENDAR Marker Movement Keys.

Printing a
List of Events

You can print all or part of a CALENDAR file. To print the entire file or more than one screen of events, use the PRINT function. (See "CALENDAR FUNCTIONS — Print.")

To print only a few events that are displayed on the screen, use the SCREEN subfunction. SCREEN prints everything currently on the screen. Use FIND, DATE, or the arrow keys to display the events you want to print.

CALENDAR FUNCTIONS

The CALENDAR functions available display at the bottom of the screen. To use a function, hold down the (CLEAR) key, and press the number for the desired function.

Find

Press (CLEAR) (0) to search for and FIND an event. An event line containing the current (default) FIND settings displays. (A line containing the current date and asterisks in each of the fields displays if no search criteria have been entered.) The FIND functions (EQUAL, GREATER, LESS, RESET) display at the bottom of the screen.

To use the default settings, simply press (F3). All events that match the criteria are found, and the first 12 display. If more than 12 events match the criteria, use the (↓) and (↑) keys to scroll forward or backward throught the events.

If no criteria are entered or if you want to change the search criteria, enter the data for which you wish to search.

* and ? are "wildcard" indicators. Enter * in a field to disregard that field when searching for a match. Type * before or after data in a field to disregard all characters that come before or after the data, respectively. ? is similar to * except that it disregards only one character.

Type the search data for each field (including * and ? if you wish), and press (ENTER). Press (CLEAR) and a function number ((1), (2), or (3)) to set the FIND criteria equal to, greater than or equal to, or less than or equal to the information you have typed in that field. (Choose the function any time the marker is over the appropriate field, before, during, or after you enter the data.)

Press (F3) to begin the search. All events that match the criteria are found, and the first 12 display. If more than 12 events match the criteria, use the (↓) and (↑) keys to scroll forward or backward through the events.

Reset FIND Criteria. Press (CLEAR) (4) to RESET the FIND criteria. All fields are cleared back to their original settings.

Date

Press (CLEAR) (1) to search for and display events that match a certain DATE. The screen shows:

Enter Date: mm/dd/yyyy

Type a new date, and press (ENTER). (Use a four-digit year.) The current CALENDAR date changes to the date you enter. (The system date is not affected.) All events for the date specified are found, and the first 12 display. If more than 12 events match the date, use the (↓) and (↑) keys to scroll forward or backward through the events. The Weekly Time Chart and the Month calendar are updated to reflect the date you enter.

Print

Press (CLEAR) (3) to PRINT a list of all events chosen with the FIND function or that match the current date if FIND is not used. Check the settings in the PRINTER subfunction to be sure your printer is set up properly.

Alarm

Press (CLEAR) (4) to place into the ALARM file all selected events.
The alarm for each event is set at 30 minutes prior to the scheduled
BEGIN time of the event. If the BEGIN time is zero, no alarm is set
for that event. See the ALARM chapter of this manual for more
information.

Merge

Press (CLEAR) (5) to MERGE all selected events into another
CALENDAR file or to merge another CALENDAR file with this
event file if no events are selected.

Merging another file into the current file. If no events are
selected, the screen shows:

Merge from:

Enter the name of the event file to merge into this file. Copies of all
events in the from file merge into the current file.

Merging selected events into another file. If any events are
selected, the screen shows:

Merge to:

Enter the name of the event file into which you wish to merge the
selected events. Copies of all selected events in the current file merge
into the to file.

Select

Use SELECT to define an event or a block of events in order to perform some other operation on it. Position the marker on the first event line you want to select, and press (CLEAR) (6). Use the arrow keys to place the marker over the last event for the block. (See Table 8 for arrow key movement.) All selected events are highlighted as you more the marker.

After you select the events, MERGE, COPY, DELETE, or place them in the ALARM file, as appropriate. If you use any other function or exit the CALENDAR application before you perform one of the above operations, the events are unselected. You can also use FIND to search for the events you want to select.

Copy

Press (CLEAR) (7) to put all selected events into the COPY buffer. Press (CLEAR) (7) again to COPY the contents of the copy buffer to a document file on diskette. The screen shows:

Copy to:

Enter the name of the diskette file to which you wish to copy the events. The events append to the document file.

Delete

Press (CLEAR) (8) to DELETE all selected events. The events are immediately deleted. If no events are selected, the event line under the marker is deleted.

Add

Press (CLEAR) (9) to ADD a new event. A blank event line appears.
Type the appropriate data: DATE, BEGIN and END times (including
a or **p** for a.m. or p.m.), and DESCRIPTION. Press (ENTER) after
each field.

When you add an event that conflicts with the time of an existing
event, the conflicting times are marked with an exclamation point in
the Weekly Time Chart.

Day events. If no times are entered for an event, it is considered a
"day" event — for the entire day — and it is not put into the Weekly
Time Chart.

MAIL OVERVIEW

The MAIL application supports a simple message handler. It records important messages along with their dates, times, and authors. You can write or read a message at any time. You can also print a list of or delete messages.

Help Screens

The two MAIL HELP screens contain brief summaries of the functions and ways to use them. Within the MAIL application, press (F2) for the subfunctions. Then, press (CLEAR) (0). After the first HELP screen displays, press (ENTER) for the second screen. (F3) returns to the MAIL screen.

USING MAIL

To open the default MAIL file, MESSAGES, place the marker over Mail and press (ENTER).

To open an existing message file, position the marker over the filename, and press (ENTER). A listing of the messages in that file displays in ascending date/time order.

Each message line in the listing includes: the name of the author of the message, the date and time of the message, and a brief description of the message. Use the arrow keys to scroll through the listing if there are more than 20 messages.

Adding Messages

To add a message to a MAIL file, use the CREATE function, (CLEAR) (1). After you enter the identifying information, the TEXT entry/edit screen appears. Type your message, using any of the TEXT editing features and functions.

The TEXT editor begins in the ADD (insertion) mode. Everything you type is inserted at the current marker position. Any text following the marker shifts to the right one space for every character inserted.

The first 22 lines of the editor screen are for typing and editing your message. After you complete the twenty-second line, the screen "scrolls," or moves up line by line, to let you continue. To see a line after it scrolls off the screen, press (↑) until the line appears. Press (↓) to return to the line you were typing or editing.

The TEXT functions display at the bottom of the screen. Use any of the TEXT functions for your message. See "TEXT FUNCTIONS" in the chapter on TEXT for more information.

Press (F3) to save the message and return to the message listing screen for the current file.

Arrow
Keys

Use the arrow keys to move the marker a character or line at a time.
Pressing (SHIFT) or (CLEAR) along with an arrow key moves the
marker more rapidly. See Table 9.

Note that on the TEXT editor screen, the arrow keys are used in
exactly the same way as they are in the TEXT application.

Key by itself	with (SHIFT) moves the marker:	with (CLEAR)
(→) Not used	Not used	to the next message
(←) Not used	Not used	to the previous message
(↑) one line up in the current column	to the top of the screen	to the beginning of the file
(↓) one line down in the current column	to the bottom of the screen	to the end of the file

Table 9. MAIL Marker Movement Keys.

Printing
Messages

You can print all or part of a message in a MAIL file. To print an
entire message, place the marker over it on the listing screen, then
press (CLEAR) (3) (PRINT).

You may also print a message at the TEXT editor screen, using the
TEXT PRINT function. (See "TEXT FUNCTIONS — Print" in the
TEXT chapter.)

To print part of a message, use the SCREEN subfunction. SCREEN
prints everything currently on the screen.

MAIL
FUNCTIONS

The MAIL functions display at the bottom of the message listing screen. To use a function, hold down the (CLEAR) key, and press the number for the desired function.

Find

Press (CLEAR) (0) to search for and FIND a particular message. Enter the author (FROM), DATE, and DESCRIPTION of the message. All messages that match the search criteria display. DISPLAY, PRINT, or DELETE the message, or FIND or CREATE another message. Press (BREAK) to return to the main message listing.

Create

Press (CLEAR) (1) to CREATE a message. The CREATE MAIL screen appears. The DATE of the message you create is automatically determined by the current system date and time. Enter your name or the name of the author of the message (FROM). Next, enter a brief description (40 characters maximum) of the message. *32*

The last prompt is for the person to whom the message is written (TO). The name you enter here is the name of the data file in which you want to store this message. Press (ENTER) to skip TO and default to the current file.

After the message information screen is compete, a TEXT entry screen displays.

Type the message using TEXT functions and editing features. Press (F3) to save the message in the current MAIL file (the TO name). The message listing screen returns. The data you entered on the CREATE MAIL screen displays in the listing.

Display

With the marker on the listing of the message you want to DISPLAY, press (CLEAR) (2). The TEXT entry/edit screen for that message displays. Use the arrow keys to scroll through the message.
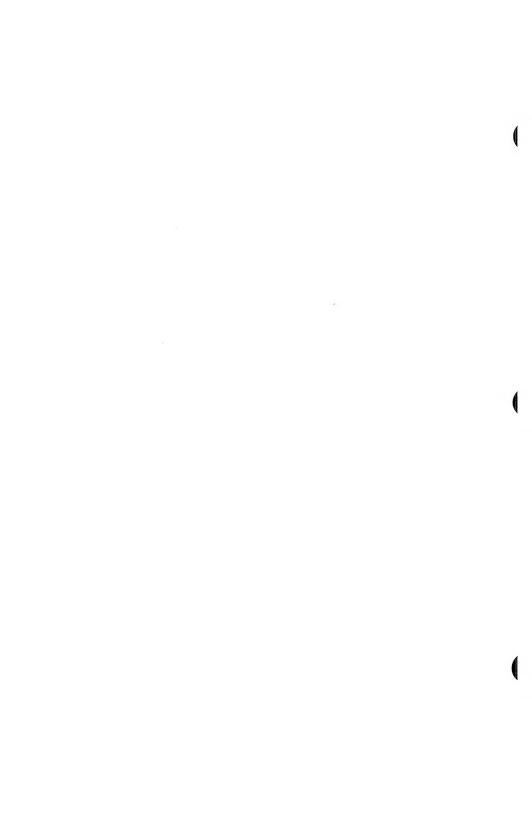
Press (F3) to return to the listing screen. Press (Y) at Save new message ? (Y/N) if you made changes to the message that you want to save. The changes are saved as a new message, with the current date and time. The original message remains unchanged. Pressing (N) at Save new message ? (Y/N) simply exits the message without saving any changes.

Print

Press (CLEAR) (3) to PRINT the message. Make sure your printer is properly set in the PRINTER subfunction before you print.

Delete

To DELETE a message, place the marker over a message listing, and press (CLEAR) (8). The message is immediately deleted.

BACKUP PROCEDURES

Formatting Your Diskettes

Before you back up your diskettes you must format two blank
diskettes to use as backups, as follows:

1. Turn on your computer.

2. Insert a new, blank diskette (or an old diskette you wish to
    reuse) into Drive 1, and close the drive door.

3. Insert a TRSDOS 6.2.0 system diskette into Drive 0, and close
    the drive door.

4. Press the reset buttom.

5. The screen shows:

    Date MM/DD/YY ?

    Type today's date, and press (ENTER).

6. At TRSDOS Ready, type **FORMAT :1 (Q = N)** (ENTER).

7. If you are reusing an old diskette, the screen may show:

    Disk contains data — Name = *NAME*   Date = *MM/DD/YY*
    Are you sure you want to format it?

    Type **Y**, and press (ENTER).

8. When the formatting process is complete, the screen shows:

    Formatting complete

    TRSDOS Ready

Follow steps 1 - 8 to format a second blank diskette.

Backing Up Your Data Diskette

1. Insert a TRSDOS 6.2.0 system diskette into Drive 0 and a blank, formatted diskette into Drive 1.

2. Type **BACKUP :0 :1 (X)** `ENTER`.

   When Insert SOURCE disk <ENTER> appears, remove the system diskette from Drive 0, and insert the Data diskette. Close the drive door, and press `ENTER`.

3. The following message may appear on the screen:

   Destination disk ID is different: Name = *NAME* Date = *MM/DD/YY*

   Are you sure you want to backup to it <Y,N> ?

   Type **Y** `ENTER`.

4. When the backup procedure is complete, the screen shows:

   Insert SYSTEM disk <ENTER>

   Remove the diskette from Drive 0, and insert the system diskette. Press `ENTER`. The screen shows:

   Backup complete

   TRSDOS Ready

   Remove the diskettes. Using a felt-tip pen, write the diskette name on the label of the new backup diskette.

Backing up Your Program Diskette

1. Insert a TRSDOS system diskette in Drive 0 and a blank, formatted diskette in Drive 1.

2. Type **BACKUP** (ENTER).

   Remove the system diskette from Drive 0 and insert the Program diskette. Close the drive door.

3. Enter **0** as the Source drive number and **1** as the Destination drive number.

4. The following message may appear on the screen:

   Destination disk ID is different: Name = NAME Date = MM/DD/YY

   Are you sure you want to backup to it <Y,N> ?

   Type **Y** (ENTER). When the backup is complete, the screen shows:

   Backup complete

   TRSDOS Ready

   Remove the diskettes. Using a felt-tip pen, write the diskette name on the label of the new backup diskette.

MODEM
INFORMATION

Following are the modem definitions for the 4P, Modem II, DC-1200, and DC-2212.

Note: If you are using a rotary phone, omit **T** wherever it appears in the definition for your modem. Also, wherever the caret symbol (^) appears, enter this by pressing (**CLEAR**) ⨁ on the keyboard. Wherever the backslash (\) appears, enter this by pressing (**CLEAR**) ⟋ on the keyboard.

4P (Default Setting)

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
SEND	*C*MG@^DDT	SEND	*C*MG@^DDT	SEND	*C*MGAX
NUMBER		NUMBER		RECEIVE	X
SEND	X	SEND	X		
RECEIVE	X	RECEIVE	X		
WAITNC		PAUSE	4		
WAITC					

Modem II

Computer Dialing		Voice Dialing		Answer Mode	
Press:	Enter:	Press:	Enter:	Press:	Enter:
SEND	**ODT	SEND	**ODT	SEND	**C
NUMBER		NUMBER		RECEIVE	X
SEND	X	SEND	X		
RECEIVE	X	RECEIVE	X		
WAITNC		WAITNC			
WAITC					

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DC-1200

Computer Dialing		Voice Dialing	Answer Mode
Press:	**Enter:**	Not applicable	No definition required — always in answer mode
SEND NUMBER	**ODT		
SEND	X		
RECEIVE	ON LINE		

DC-2212

Computer Dialing		Voice Dialing		Answer Mode	
Press:	**Enter:**	**Press:**	**Enter:**	**Press:**	**Enter:**
SEND RECEIVE NUMBER	*.C*.G@`\DT T	SEND RECEIVE NUMBER	*.C*.G@`\DT T	SEND RECEIVE	*.C*.G@`\AX AUTO ANSWER
SEND	X	SEND	PPPPX		
RECEIVE	ON LINE ORIG	RECEIVE	X		
		PAUSE	4		
		SEND	*		
		RECEIVE	DISCONNECT		

4 ←— MORE PAUSES MAY BE NECESSARY WHEN DIALING A LONG NUMB

HARD DISK
INSTRUCTIONS

This appendix explains how to prepare your hard disk to run
DeskMate. Your hard disk should have TRSDOS 6.2.0 installed on it
before you proceed.

Follow the instructions below, using backups of the original
DeskMate Program and Data Diskettes.

1. Start up or reset the hard disk system (with the START-UP
   Diskette in floppy Drive 0). The computer then assigns logical
   numbers to your drives.

   When TRSDOS Ready appears, remove the START-UP Diskette
   and replace it with the DeskMate Program Diskette. (Floppy
   Drive 0 is now logical Drive 4).

2. First, type **BACKUP SYS6/SYS:4 :0 (S)** (ENTER).

   When TRSDOS Ready reappears, type **BACKUP :4 :0** (ENTER) to
   move the DeskMate programs to your hard disk. The BACKUP
   utility moves the disk files from logical Drive 4 to the hard drive
   you specified, showing each filename.

3. When the files have been moved, TRSDOS Ready reappears. To
   move the rest of the DeskMate program, remove the DeskMate
   Program Diskette form floppy Drive 0 and replace it with the
   DeskMate Data Diskette. Type **BACKUP DM$/$:4 :0** (ENTER).

   Note: If you also wish to move all DeskMate data files to hard
   Drive 0, you can replace the above BACKUP command
   with one that will move both the program and data on the
   DeskMate Data Diskette. Type **BACKUP :4 :0** (ENTER). To
   move DeskMate data files to hard Drive 1, see Step 7.

4. You need to enter a few more commands so that DeskMate will be
   ready to run on your hard disk. If you have not installed your
   communications driver, you need to do this step. If you have set
   your communications driver, skip to Step 5.

When TRSDOS Ready reappears, remove the DeskMate Data
Diskette from floppy Drive 0 and replace it with the DeskMate
Program Diskette. Now type **SET ∗CL TO COM** (ENTER).

5. When TRSDOS Ready reappears, type **SET KI (W = 10,R = 1)**
(ENTER).

6. Before you enter the last command, remove the DeskMate
Program Diskette, and replace it with the START-UP Diskette,
then type **SYSGEN (DRIVE = 4)** (ENTER). You can now run
DeskMate solely on the hard disk without using floppy diskettes.

7. In general, to move DeskMate data files to a hard drive, use the
following BACKUP instruction:

   BACKUP $/*ext*:4 :*d* (ENTER)

   ext is the extension of the DeskMate files you want to move, and
   d is the number of the drive on which you want to store the data
   files. ($ tells TRSDOS to copy all files that end with the specified
   extension.)

   Make sure that whatever drive you specify as the drive on which
   to store data (*d*) is the same drive the DeskMate program uses for
   data files. (If you have not used the SWAP function from
   DeskMate's Main Menu, the program assumes that all data is
   stored on Drive 1. If you want to store DeskMate data on hard
   Drive 0, use the SWAP function to designate Drive 0 as the drive
   on which to store data files.)

   For example, to copy all Text files to hard Drive 1, you would type
   BACKUP $/DOC:4 :1 (ENTER).

   Use the following extensions to copy the rest of the DeskMate data
   files:

   /WKS for Worksheet files
   /FIL for Filer files
   /LOG for Telecom files
   /CAL for Calendar files
   /MSG for Mail message files

8. To copy one particular DeskMate data file to a hard disk, use the
COPY function on DeskMate's Main Menu.

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